

Application for an Exhibition

Applications are open for professional artists to apply for an exhibition in the Small Gallery from 2009 onwards. A selection panel comprised of 3 people (one from The Art Vault and two professional artists and/or members of art organisations) will consider all applications and their judgment will be final.

Closing Dates for applications

(envelopes must be postmarked before the closing date)

February 1

June 1

October 1

Applicants will be notified within a month of the closing date

How to apply

Initial Application

Complete the attached application form and post it along with all required support material and a sufficiently stamped self addressed return envelope. Only postal applications are considered. All information must be sent altogether as one package. All photographic work and typed documentation is the responsibility of the artist and not The Art Vault staff. All applications must be typed in 12 point font size. The submission must include the following information with the initial application:

1. The preferred dates for an exhibition – preferably 6 -18 months ahead.
2. A description of the exhibition including the medium and scale of the work you wish to exhibit
3. An artist's statement (one A4 page typed).
4. A curriculum vitae (1-2 pages typed) – that includes: year born; key events (qualifications, major employment, grants); individual and group exhibitions (most recent first); awards; collections and commissions; selected reviews and publications; and gallery representation if applicable. For group exhibitions – one page per person
5. Photographic support material, ie photographic images or digital images on CD or DVD (jpeg format) or audiovisual support material. This visual support material should indicate the media to be used and examples of the direction of the work to be exhibited. Ten images maximum for a single application and twenty images maximum for a group show.
6. A completed application form including a statement that gives the gallery the right to use visual imagery of the artist's work for promotional purposes (catalogues, invitations, media promotion, and the website).

Send all applications to:

Julie Chambers
Director
The Art Vault
PO Box 5113
Mildura 3500

Exhibition Application form for The Art Vault

Artist's Name (last) _____ (first) _____

Mailing Address _____

(City/ town) _____ (state) _____ (Postal code) _____
(country) _____

Email address _____

Telephone (day) _____ (evening) _____ (mobile) _____

Alternative contact (name) _____ (Tel.) _____

If this is a joint exhibition please state all artist(s) involved

(name) _____ (Tel.) _____

(name) _____ (Tel.) _____

(name) _____ (Tel.) _____

(name) _____ (Tel.) _____

Preferred Exhibition time (e.g. March/April 2010 or Oct/ Nov 2010)

Please state the category under which you are applying

Category 1 (private applicant – fee for small gallery \$520) _____

Category 2 (studio artist – fee for small gallery \$120) _____

Category 3 (artist in residence or invited artist with negotiated package) _____

Installation requirements – consider the size of the gallery space, who will install and remove the work and how will the work be installed e.g. gallery hanging system, plinths, audio-visual, multimedia requirements etc.)

Requirements once an application has been accepted

Three months prior to exhibition please

1. Provide a photograph of work on CD or DVD (jpeg format) to be used for publicity purposes
2. Provide a biography/ media article to be supplied to newspapers, magazines etc and used on the website
3. Discuss the opening speaker with The Art Vault

One month prior to the exhibition please:

1. Provide an updated artist's statement
2. Provide an updated curriculum vitae
3. Provide photographic support material of the work in the exhibition, i.e. photographic images or digital images on CD or DVD (jpeg format) or audiovisual support material. This visual support material should be accompanied by a typed description which clearly identifies the image, the title of the work, date, medium, dimensions and a suggested selling price (which includes GST and The Art Vault commission of one third added to the artist's asking price). All images should be clearly labelled with your name. The direction of your work should be clearly indicated.
4. Arrange the professional presentation of your work and ensure that any framed work conforms to the gallery hanging system which uses D rings.
5. Provide The Art Vault with an ABN number or alternatively the artist needs to include a completed Australian Government Taxation Office *Statement by a Supplier* form stating the reasons for not quoting an ABN. It should be noted that unless an ABN number or a *Statement by Supplier* form is supplied then 46.5% of the money made by the artist is to be sent to the tax office.
6. Provide a mailing list of up to 50 people in email format
7. Pay for the hiring cost of the gallery – if applicable
8. Organise the transport of artwork to and from the Art Vault and the insurance of your work during transit
9. Ensure that all of your work conforms to the gallery hanging and/or installation system. Arrange for your work to be installed and demounted.
10. Make arrangements for the cleaning of the Gallery after the opening and at the end of the exhibition
11. If you require catering at the opening make these arrangements in consultation with The Art Vault staff

One Week before Opening

1. Arrange for the delivery of work to the Art Vault
2. Provide The Art Vault with finalised details for the gallery price list

Checklist when applying for an exhibition

1. Have you decided which closing date you are going to submit your application by?
2. Have you indicated possible dates for an exhibition in 6 -18months time?
3. Have you enclosed a large self addressed and stamped envelope?
4. Have you described the media you intend to use and the scale of your work for the exhibition?
5. Have you completed a typed artist's statement of less than one page for your exhibition?
6. Have you submitted a typed curriculum vitae of less than two pages for an individual exhibition and of less than one page per person for a group exhibition?
7. Have you supplied less than 10 high quality images of work which indicate the proposed direction of your exhibition? NB If this is a group exhibition then you need to supply less than 20 images in total. Are these images clear with high resolution and cropped on a CD in jpeg format? If a multi media presentation have you enclosed a DVD? Has each image been clearly labeled with the artist's name, title of the work, date, size and medium?
8. Have you completed and enclosed the application form?
9. Has all of the above been placed in a large addressed and stamped envelope if being posted or all of the above placed in a folder addressed to The Art Vault, PO Box 5113, Mildura 3502? No emailed or faxed information will be accepted.