



GALLERY EXHIBITION APPLICATION FORM

ABOUT LOT19

The LOT19 Gallery is a much-loved art space in Castlemaine with a long history of exhibiting local and visiting artists and of hosting significant arts events. The gallery has wonderful natural light thanks to its cathedral style high ceiling and glass topped walls. With one large exhibition space and one adjoining smaller room this venue offers great flexibility for expansive solo shows or sizable group shows.

LOT19 places a high value on exhibitions that originate from the North Central region or Victoria and environs, as well as those from further afield and overseas that offer something new and stimulating to our audiences.

We encourage Exhibition Applications from emerging, mid-career and established artists across all disciplines and visual art forms, as well as Curatorial Proposals. Both gallery spaces accommodate workshops, education programs and talks throughout the year.

ABOUT YOU

NAME:

GROUP NAME:

ABN (IF APPLICABLE):

TELEPHONE:

EMAIL:

WEBLINKS:

PRACTICE MEDIUM(S):

PROPOSED TITLE OF EXHIBITION:

(The Artist may change the Title)



PROPOSED EXHIBITION DATES

Your preferred month of exhibition (e.g. Jan-Dec or other dates):

- I/We would prefer to exhibit alone (solo/ solo group/curated group)
- I would prefer to participate in a group exhibition*

If you would prefer to exhibit alone, specify below whether you would prefer to exhibit in:

- Main Gallery 1
- Gallery Annex 2
- Galleries 1 and 2

YOUR CURATORIAL PREMISE

Please provide your proposal as a separate document and submit it with this form.

Please attach a statement summarising the theme or description of the exhibition and your body of work. You might want to include what you hope to realise by exhibiting your artwork and your aims/expectations of the exhibition. If you are a Curator, please include names and examples of invited artists' work/s.

Please also refer to the Terms and Conditions attached below for further information on what to include in your proposal.

What to include in your proposal;

- Artist/s involved in the project (curated projects are also welcomed)
- The artistic nature/concept of the project
- The physical nature of the project including their medium, numbers and size
- Any technical equipment you intend to use e.g. plinths, audio/visual; and whether electrical power is required or used, whether the art-works emanate sound, weigh in excess of 100kg. and any other matter – **and particularly pertaining to any or any possible health and safety issues.**
- The actual processes required to undertake the project, and
- The details of events associated with your project (e.g. official opening/closing event/s, floor talk, workshop).

Applicants are encouraged to discuss their proposal and queries regarding their Application with LOT19.

SUPPORT MATERIAL

Please provide your support material as separate documents and submit it with this form.

Please attach to your application:

- 6 – 10 digital images of your current work, accompanied by an image list including medium, size, indicative pricing levels (optional) and weight if over 100kg.
- Please provide 3-4 images for each artist in the case of a group exhibition proposal.
- Your artist CV and/or statement.
- Please provide a CV/statement for each artist in the case of a group exhibition proposal plus a group biography/summary.
- Copies of any previous exhibition catalogues, reviews and articles are helpful.

THE GALLERY & EXHIBITION RUN

LOT19 attracts approximately 12,000 visitors per year. The gallery is open with free entry Friday, Saturday and Sunday 11am – 5pm (extended hours by discussion). Closed Monday to Thursday and public holidays.

We schedule our Exhibition Opening events for the first Saturday of the month from 2pm – 5pm. And we like to over-lap this with some live music in the outdoor area from 4pm – 6pm. The Opening will normally be accompanied by bar and kitchen service if anticipated numbers warrant it.

The exhibition itself will usually be open for about 3 weeks (including 3 weekends maximum or thereabouts) with 3 days to install and 2 to un-install, make-good, clean up and return the key.

Please indicate if any of the following apply to you:

- You do not wish to have alcohol served at your event
- You require the kitchen to serve foods of certain dietary specifications
- You have a musical group you would like to engage
- You would be interested in holding an artists talk on the second weekend of the exhibition run

GALLERY DIMENSIONS & FLOOR PLAN

We have two exhibition spaces that are programmed concurrently throughout the year:

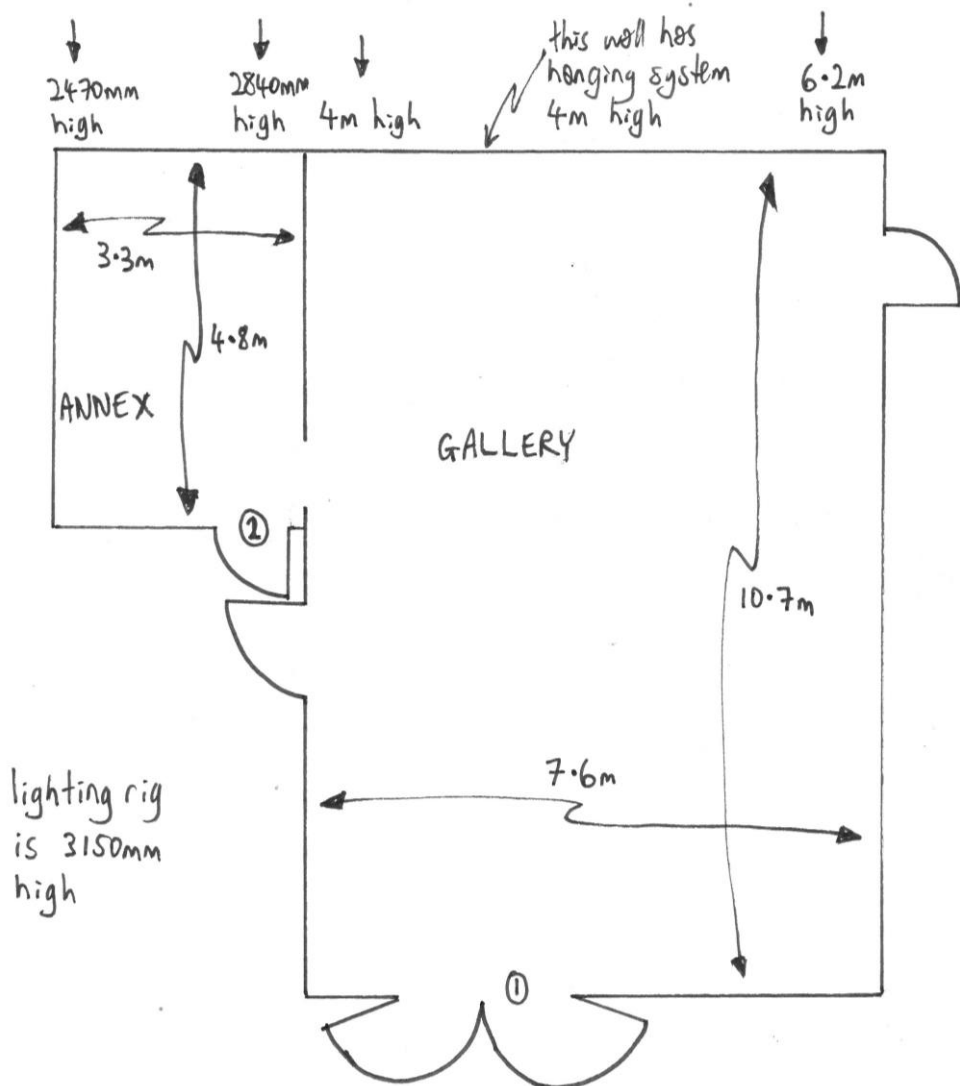
Main Gallery (1) has approx. 36 linear metres of hanging space with a hanging height of 4m – 6m

Gallery Annex (2) has approx. 15 linear metres of hanging space with a hanging height of 2.5m.

NB. New mobile walls are currently being built for the gallery to accommodate social distancing.

Door 1 is 2.15m wide x 3.9m high and Door 2 is 92cm wide x 2.67m high.

The galleries have natural and powered lighting (nothing may be attached to the lighting rig).



COSTS

GALLERY HIRE FEES

- **\$350 – Main Gallery 1** - (inclusive of GST) for 30 days or thereabouts
- **\$150 – Gallery Annex 2** – (inclusive of GST) for 30 days or thereabouts
- **Both Galleries \$500** (other spaces – price on application)
- **\$200 bond** is required upon acceptance of your Application and the signing of the exhibition Letter of Agreement.

HIRING AND EXHIBITION PERIOD

The Exhibition is to be ready for display from 9.00am on the first Saturday of the month (the – Opening Date) until 5.00pm on the Sunday of the agreed Exhibition Period.

The Hiring Period and access to the Gallery is from 9.00am on the Wednesday preceding the first Saturday of the month to 5.00pm on the Tuesday after the last Sunday of the Exhibition Period – by which time ALL artwork, materials, equipment and rubbish must have been removed from the premises, the walls and Gallery facilities made good, the Gallery made clean and in the state in which it was before your exhibition, and the Gallery key returned to a LOT19 staff member.

No commission is charged from the sale of works (except by arrangement for select group exhibitions hosted by LOT19).



GRANTS

Are you applying for, or do you intend to apply for a Grant in respect to this Exhibition?

- YES
 NO

If 'YES' is this Proposal dependent on the Grant being made?

- YES
 NO

CONTACT

Enquiries and EOI's can be directed to: gallery.LOT19@gmail.com

We look forward to hearing from you!



GALLERY EXHIBITION

TERMS & CONDITIONS

PAYMENT OF FEES

Payment of the hire fee is due no later than 90 days before the agreed Opening Date. If the Artist fails to pay the hire Fees by the due date or cancels the Exhibition, less than 60 days before the agreed Opening Date, the exhibition will be deemed cancelled and a cancellation fee of 35% of the original hire fee will be charged for administration purposes.

Gallery hire fees and what they include:

- **\$350 – Main Gallery 1** - (inclusive of any GST) for 30 days or thereabouts
- **\$150 – Gallery Annex 2** – (inclusive of any GST) for 30 days or thereabouts
- Both Galleries \$500 (other spaces – price on application)
- \$200 bond is required upon acceptance of your Application and the signing of the exhibition Letter of Agreement.

LOT19 promotes diversity and inclusion and reserves the right to provide support in special circumstances for artists or exhibitions of relevance by endeavouring to offer a reduced hire fee or assistance with other aspects of the exhibition development.

LOT19 WILL PROVIDE:

- The Exhibition space and a Gallery key.
- Some assistance with exhibition curatorial advice and installation.
- Online Exhibition promotion on its website etc. (no paid advertising).
- E-Invitation emailed to LOT19 members/subscribers, VIPS and press (subject to the supply of the information set out under the heading 'Exhibition Material' below)
- Running expenses such as electricity.

THE ARTIST(S) ARE RESPONSIBLE FOR:

- Exhibition invigilation (exhibiting staff) during the whole of all Gallery opening times.
- Exhibition material (see below) including hanging devices, floor sheet and labelling, artwork and any necessary equipment e.g. audio visual (LOT19 has some plinths).
- Providing LOT19 with email addresses in electronic form of invitees.
- Providing LOT19 in the required proposal with promotional images, information for press releases and other information required under the Letter of Agreement (supplied after the EOI is accepted)
- Providing LOT19 with logos of any funding or sponsorship bodies associated with the exhibition.
- Insurance of your artwork (optional) and any other necessary or required insurance.
- Keeping the Gallery reasonably clean especially after the Exhibition Opening.

SELECTION PROCESS

All exhibition applications are assessed by the LOT19 Creative Executive, who finalise the annual schedule of exhibitions and public programs.

Applicants will receive confirmation their application has been received within 14 days of receipt. Proposals will be assessed on a number of criteria including:

- Exhibition content and rationale.
- How the Proposal might enhance any pre-planned curatorial theme or objective.
- Any proposed public/education programs or audience development activities.
- Gallery availability at the specified time.

Applications and supporting material are the property of LOT19 and will only be returned by arrangement and at the applicant's expense.

LETTER OF AGREEMENT

Successful applicants will receive a formal Letter of Agreement offering them an exhibition during the forthcoming year. This must be signed and returned by the date specified in the letter to confirm acceptance of the offer.

Exhibitors will be required to attend a Curatorial meeting with LOT19 staff to confirm the exhibition details (key dates, exhibition installation, marketing and promotion, Exhibition Opening etc).

EXHIBITION INSTALLATION

Delivery and collection of the work is the responsibility of the artist/s and an appropriate time should be negotiated with LOT19 staff. LOT19 is unable to provide long-term storage facilities.

Up to 3 days are allowed for installation in the week leading up to the opening of the exhibition – LOT19 staff will be available to provide some assistance by prior arrangement. LOT19 provides basic installation requirements including lighting and a variety of display plinths. Gallery tools and equipment are available for installation. Any extraordinary installation requirements should be arranged with LOT19 prior to installation, with any additional costs of display to be covered by the Artist.

Exhibitions must be set up in a professional manner and LOT19 staff will provide final approval on the exhibition content and layout.

The Hiring Period and access to the Gallery ends at 5.00pm on the Tuesday after the last Sunday of the Exhibition Period – by which time ALL artwork, materials, equipment and rubbish must have been removed from the premises, the walls and Gallery facilities made good, the Gallery made clean and in the state in which it was before your exhibition, and the Gallery key returned to a LOT19 staff member.

LOT19 has not the space or capability to house artwork and other materials and anything not removed within the time allowed may be permanently disposed of by LOT19 at the cost of the Artist.

MARKETING & PUBLICITY

Artists are expected to promote their exhibition through their own social media networks, and be available to take any other appropriate promotional opportunities presented to them by LOT19. LOT19 will promote exhibitions through online listings and editorial in a range of print, radio and web-based media outlets, including the LOT19 website. Specific marketing requests may be accommodated where possible. Paid advertising can be facilitated but costs involved are the responsibility of the Artist/s.

Exhibitor/s are to supply an artist/s or exhibition statement, artist CV and appropriate images for the purposes of a media release and other promotional material. This should be provided to LOT19 with the Letter of Agreement documentation.

EXHIBITION MATERIAL

All material associated with the exhibition must feature a LOT19 logo and must be approved by LOT19 staff prior to printing or publishing:

- **Exhibition Invitation** - LOT19 will send an e-invitation out to all its Members, Subscribers, VIP's and Press on behalf of the artist(s).
- **Exhibition Floor sheet and Artwork labelling** - the Artist(s) will create an A4 exhibition floor sheet and any associated artwork labelling. Artists must forward a list of works (Title, medium, dimensions, retail price, and artist statement) in electronic format to LOT19 no less than 14 days prior to the exhibition Opening Date.
- **Exhibition Catalogue** - a formal exhibition catalogue is not required but may be developed at the discretion of the artist/s. Costs are the responsibility of the artist.

THE OPENING OF THE EXHIBITION

Openings are scheduled for the first Saturday afternoon of the exhibition period, between 2pm – 5pm and include both Galleries. The LOT19 café/bar will be open at the discretion of LOT19. 'In the event that the cafe/bar is not to open (but not otherwise), the Artist is free to provide refreshments and snacks to their guests at no charge (subject to Liquor Licensing laws). Opening of the Exhibition speakers and any entertainment will be organised between the parties. LOT19 may arrange outside entertainment during and following the Opening.

EDUCATION PROGRAM

LOT19 runs a range of public and education programs that include artist talks and workshops. Artists are requested to participate in this program where possible during their exhibition.

LOT19 Creations Ltd.

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www.LOT19Art.com