

EXHIBITION PROPOSAL GUIDELINES FOR CRAFT ACT

Please supply the following details in electronic format:

1. **Name:** Name and contact details of exhibitor, or group coordinator/curator
2. **CV:** Current CV (maximum of two pages)
3. **Images:** Relevant visual material: 6 – 8 images are required with your proposal.
Preferably digital images but if unable to supply digital then slides will do. The images should be medium to high resolution and should demonstrate and represent your recent work and your concept within the proposal. If the work is yet to be made the images should be indicative of the proposed exhibition work. All image material should be clearly labeled with your name, title, year and medium (This includes digital image files). Please note: Craft ACT does not take responsibility for loss or damage to any visual material.
4. **Separate image list (Maximum one A4 page)**
The list should detail the number and order of images, plus for each image the title, date, medium/materials, dimensions and photo credit.
5. **The proposal (Maximum one A4 page):** (headed with proposed exhibition title)
The proposal should be a clear description of the exhibition, its installation and if the work is new work how this exhibition will extend your practice and how it sits within the Craft ACT exhibition program aims of promoting the best of contemporary craft and design. Exhibiting at Craft ACT is an opportunity to explore significant new work and ideas.
6. **Preferred dates**
(Note that the gallery cannot confirm dates until after the selection process)
7. **Financial Support:**
You should indicate if the exhibition comes with financial support, or strategies to seek financial support, and any sponsors involved with the project.

IMPORTANT

To ease the administration associated with copying and collating and the proposal information for a panel to assess, we request that you supply your application, both images and word documents on a CD (disk).

General information

CRAFT ACT assistance includes:

- Insurance and public liability
- Secured exhibition venue
- Exhibition management
- Exhibition installation and demount
- Exhibition opening catering
- Exhibition signage
- Production of invitation and Room Brochure catalogue
- Full mail-out to media, industry, funding bodies, and the Craft ACT private database
- Staffing of the exhibition each day it is open for the duration of the exhibition.
- Processing of all sales for the exhibition
- Assistance with grant application for funding opportunities
- Listing on the Craft ACT website
- Selective advertising in the Canberra Times

Exhibitor responsibility

- Transportation and insurance costs to and from the Gallery
- Provision of a limited invite list to Craft ACT (10)
- Punctual delivery of CV's, images for promotion and any other relevant material.
- Price lists and GST information one month prior to the exhibition.
- If the exhibition requires specific furniture, this should be supplied to the gallery at the artist's expense.
- The exhibitor will ensure that the work is ready for exhibition by the installation date.

Sale of Works

- Exhibition work can be available for sale through Craft ACT. Craft ACT charges a 33.3% commission. It is the responsibility of the exhibitor to provide Craft ACT with your ABN number and your GST status.
- Artist prices supplied to Craft ACT should be retail which includes the Craft ACT commission plus the artist's GST component if they are registered.
- Artists without an ABN will have to supply a Statement by Supplier form from the Australian Taxation Office (Available from the ATO website www.ato.gov.au)

Contract

- Craft ACT requires each exhibitor to enter into a short term contract with Craft ACT for the duration of the exhibition. The contract must be signed off before the exhibition commences.

Make your intentions known

- People wishing to submit an exhibition proposal to Craft ACT are encouraged to contact and discuss their ideas with the Craft ACT Curator/Exhibition Manager prior to their submission.

DUE DATE 5pm Monday 28 April 2008

We look forward to receiving your proposal

Best regards

Jas Hugonnet

Curator/ Exhibition Manager,

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