



NATURE'S POWERHOUSE

EXHIBITION GUIDELINES AND CONDITIONS

Please use these guidelines and form to submit an application to exhibit your artwork at Nature's Powerhouse. The facility consists of a gallery, gift shop, visitor information centre and café.

EXHIBITION GUIDELINES

CHARLES TANNER GALLERY

This area is open to applications for 4-6 week rotating exhibitions. Applications for exhibitions at the Charles Tanner Gallery at Nature's Powerhouse are assessed by the Cook Shire Council and the Nature's Powerhouse Steering Committee. All applicants will be notified of the outcome of their application in writing. Layout for exhibitions and available infrastructure for displays are to be overseen by the Nature's Powerhouse Supervisor.

GIFT SHOP AND VISITOR INFORMATION CENTRE

This area is a public area and contains retail stock and visitor information.

Items may be placed here on commission. Refer to the Consignment Registration for Products on Commission form.

VERANDAH

This outside area may, at times, be able to accommodate pop up exhibitions or special promotional displays. Applications are assessed and approved by the Nature's Powerhouse Supervisor.

EXHIBITION REQUIREMENTS

The Nature's Powerhouse Steering Committee consists of community and Council representatives and meets on a quarterly basis to assess applications and address issues and requests. Applications are assessed against Nature's Powerhouse Exhibition Guidelines.

EXHIBITING

Please read all the information before submitting an application.

Applications are assessed on the following criteria:

- Artistic merit and originality
- Has the exhibition proposal considered a target audience or community involvement?
- Does the exhibition promote the cultural/environmental interests of this region?
- Does the exhibition add to the story of the Cooktown and Cape York Region?
- Clear communication of the exhibition's intent in the application
- Applicant's consideration of additional public programming e.g. artist in residence, workshops etc.

- Does the exhibition align with Cook Shire Council's values?

Other considerations that may impact on the assessment of an application:

- Timing of the exhibition and if it fits the gallery's exhibition schedules.
- Logistical issues including size, weight or hazardous items
- Adequate information supplied to support the application.

Successful applicants may be considered for exhibitions on subsequent years if they can provide evidence of significant development of their arts practice.

APPLICATION INCLUSIONS

Please ensure your application includes the following information:

- All sections of the application form are completed
- You have included your/the artist's profile and/or CV
- Pictures or examples of the proposed exhibition
- Your preferred and alternative dates
- Description of the exhibitions aims and goals and any other information that may be useful to the Committee in assessing your application

EXHIBITION CONDITIONS

EXHIBITION AGREEMENT

Exhibition Agreements need to be signed and returned prior to the exhibition opening and certifies the exhibitors understand of the Exhibition Guidelines.

ADVERTISING/PROMOTION

It is the exhibitor's responsibility to promote and advertise the exhibition on his or her own behalf. Council and Nature's Powerhouse, may if they choose, include the exhibition on their web page or in other promotional advertisements or material, but is not guaranteed. Information for promotion is to be supplied by the exhibitor.

ACKNOWLEDGEMENTS

Cook Shire Council must be acknowledged on all printed material associated with the exhibition.

DELIVERY AND COLLECTION

The exhibitor is responsible for all costs involved with transport of the work to and from the gallery, including insurance.

DOCUMENTATION

Exhibitors are responsible for all costs and arrangements for documenting their work whilst in the gallery. Cook Shire Council may take photos of exhibitions for their own documenting purposes.

DURATION

Exhibitions will run for a period of 4 to 6 weeks, unless otherwise approved by Nature's Powerhouse Steering Committee.

PROPERTY

Cook Shire Council and Nature's Powerhouse will not be responsible for any loss, theft or damage to property belonging either to the exhibitor or any person in the Gallery at the invitation of the exhibitor. The exhibitor is not permitted to remove or relocate any items belonging to the gallery without management approval.

DAMAGE/REPAIRS

The exhibitor is responsible for any damages to the gallery or Cook Shire Council property caused by the exhibition itself or during set up/down. Damage is to be reported to the Nature's Powerhouse Supervisor immediately and repair costs will be required to be covered by exhibitor.

INSURANCE

The exhibitor is responsible for all insurance whilst in transit and during the exhibition. All care will be taken with supplied artwork, however Cook Shire Council will not be responsible for loss, theft or damage. Suppliers are responsible for their own insurance cover of their product.

HEALTH AND SAFETY

The Cook Shire Council adheres to the *Workplace Health and Safety Act 1995*, *Workplace Health and Safety Regulation 1997*, *Steering Standards and Australian Standards*, Cook Shire Council Policies and Procedures.

SUPERVISION

Nature's Powerhouse management cannot guarantee supervision of your exhibition although all care will be taken. Those exhibitors wishing to supervise their exhibitions and promote their works are welcome to do so during Nature's Powerhouse opening hours. The Nature's Powerhouse facility is alarmed after hours.

COPYRIGHT/REPRODUCTION

Cook Shire Council requires the use of the displayed images for advertising and record keeping purposes. Any use of images will be for non-commercial purposes only and in no way impinge upon the exhibitor's rights as per the *Copyright Act 1968* or the *Copyright Amendment Act 2006*.

GENERAL

Any exhibition or part of an exhibition not reflecting the application submitted to the overseeing committee will be requested to be removed by the exhibitor. If the exhibitor refuses, gallery management reserve the right to remove the conflicting items on behalf of Cook Shire Council.

FEES COMMISSION AND SALES

There is no charge for exhibiting however all costs associated with support and promotion are the responsibility of the exhibitor. We supply a professional wall hanging system for installation.

All artwork displayed (and for sale), must be sold through Nature's Powerhouse gift shop and will attract 15% commission.

A statement advising the details of any sales will be sent to the artist at the end of the exhibition. The artist is to provide an invoice of the sales and an EFT bank transfer will be paid within 30 days.

Phone numbers and postal addresses of all artists in group exhibitions must be supplied and each artist will need to provide an invoice for the balance of their artwork sales.

If a customer has not collected or paid for artwork by the close of the exhibition, the gallery is not responsible for payment.

FRAMING

Framing is the responsibility of the exhibitor/s and must be of museum/gallery standard. All two-dimensional artwork must be fitted with D hooks, 3/4 of the way up the frame.

DIDACTICS AND LABELLING

The exhibitor will supply wall didactics and labelling for all artwork on display.

INSTALLS AND DEMOUNTS

Organisation of the installation and demount of exhibitions is the responsibility of the exhibitor/s, under the supervision of the Nature's Powerhouse Supervisor. The Supervisor has the right to reject works for hanging, including work that is not correctly mounted.

Blu-tac, screws or hanging hooks are not allowed in displaying artwork

Blu-tac is only allowed for labels.

Installs and demounts are generally conducted during Nature's Powerhouse's opening hours.

Nature's Powerhouse has public liability insurance however indemnity for damage and theft is the responsibility of the exhibitor.

Nature's Powerhouse cannot store art and it must be removed on the day of demounting.

GALLERY DETAILS

Charles Tanner Gallery has approximately 28m hanging space, with a gallery hanging system.

Vera Scarth Johnson Association (VSJ) Movable Walls – 15m of hanging space – (Subject to availability upon application to VSJ)

Artist will need to provide any plinths, display cases and frames.

PUBLICITY

We suggest exhibitors prepare and distribute a media release well in advance of their exhibition, and follow up with media outlets to arrange photos. Provide a copy of the media release, exhibition catalogue including artist's statement, title, medium and prices, and exhibition invitation to the Nature's Powerhouse Supervisor.

OPENINGS

Nature's Powerhouse hosts exhibition openings, generally on the first Friday or Saturday afternoon after the exhibition installation is complete.

The exhibitor is responsible for all costs and organisation associated with catering and entertainment.

Confirm the details of your opening with the Nature's Powerhouse Supervisor at least one-month prior to the opening, including who will be officially opening your exhibition.

Cook Shire Council

Nature's Powerhouse

Cooktown Botanic Gardens, Walker Street, PO Box 3 Cooktown QLD 4895

Phone: 07 4069 6004 Email: mail@cook.qld.gov.au

APPLICATION FORM

Please complete and return this form to mail@cook.qld.gov.au within in the preferred time of 6 months prior to proposed exhibition, if applications are received after this the Committee will try to accommodate depending on availability.

SUPPLIER DETAILS	
Name of Artist/Supplier	
Phone Number	
Email Address	
Website	
Address	
Social Media	
A.B.N	
PROPOSED EXHIBITION DETAILS	
Title of Exhibition	
Description of Exhibition including art medium/genre of artwork	
Proposed Exhibition Dates	
Have you exhibited at Nature's Powerhouse before?	<ul style="list-style-type: none"> • No • Yes – please provide details
How do you intend to fund your exhibition?	<ul style="list-style-type: none"> • Grant funds • Sponsorship • Privately funded
Would you like to have an exhibition opening?	<ul style="list-style-type: none"> • No • Yes
Are you providing a presentation or workshop in conjunction with your exhibition?	<ul style="list-style-type: none"> • No • Yes – please provide details
SALES	
Will exhibited items be for sale to the public?	<ul style="list-style-type: none"> • No • Yes
BANKING DETAILS	
BSB	
Account Number	
Account Name	

DECLARATION	
I have read the exhibition guidelines and conditions and have an understanding of the processes involved in displaying my artwork. In acknowledgement that all reasonable care will be taken with my product, I also indemnify Cook Shire Council for any loss, theft or damage of my product whilst under Council's control.	
NAME	
SIGNATURE	
DATE	

UPLOAD

- Artist profile or CV
- Upload at least three high resolution images of artworks

PROPOSED ARTWORK

QUANTITY	NAME OF ITEM	DESCRIPTION FOR DISPLAY	SIZE	MEDIUM	RETAIL PRICE (\$) (including 15% commission)