



# ARTIST PACK

Information for Exhibiting Artists & Community Groups

## OPEN

Monday to Friday 9am - 5pm

(Lunch Break 12pm - 1pm)

Saturday 9 am - 12pm

33 Cambridge Street, Mitchell QLD 4465

**PHONE:** (07) 4624 6955

**EMAIL:** [mitchellgalleryfriends@gmail.com](mailto:mitchellgalleryfriends@gmail.com)

**WEBSITE:** <https://www.mitchellonmaranoagallery.com/>

## ABOUT US

The Mitchell on Maranoa Gallery is a community-managed art gallery, displaying a diverse range of touring exhibition and occasional workshops - e.g., painting, sculpture, craft, glass, installations, etc – we encourage the local artistic community towards a diverse range of artistic expression.

The Gallery aims to raise the artistic awareness and knowledge of residents through a variety of touring and local exhibitions exposing the community to all forms of art, stimulating community participation and involvement in gallery activities, enhancing the cultural and educational life of the Maranoa Region.

## MISSION STATEMENT

To give artists and the wider community in the Mitchell area the opportunity for expression through participation in all forms of art, inspiring all those who engage with the Art Gallery.

# GENERAL NOTES FOR PROSPECTIVE ARTISTS

## GALLERY DIMENSION

- 75.5 running metres/194.68 metres square.
- Maximum delivery crate/item size 1.99m h x .85m w x 2.2m diagonal
- Floor plan (attached on pg. 7.)

## LIGHTING

- Track Lighting

## SECURITY

- Building is locked and secured every afternoon via main door.

## CLIMATE

- The Gallery is not fully air conditioned.
- Please consider if your artworks may be adversely affected if not in a climate-controlled environment.

## COMPLEX HOURS

- Mon – Fri open 9am to 5pm, closed 12am to 1pm.
- Saturday open 9am to 12noon.
- After hour times can be arranged for installation.

## DISPLAY FURNITURE

- 10 x Plinths and 2 x secure glass display cases

## HANGING SYSTEM/FORMAT

- Track suspension system – two wires are required on each artwork and is necessary because of traffic vibrations which cause the works to move and become unlevel.
- All works are hung using the centre line system this includes double and triple hangs.

## TIME PERIOD FOR EXHIBITIONS

- Usual period for exhibitions is 6 weeks.

## EXHIBITION PUBLICATIONS

- Signage includes signs for door outside gallery, inside gallery etc.
- Wall labels are produced by the gallery – in keeping with the house style.

## PRIVACY

- The Gallery does not divulge personal information on contributing Artists, if individual Artists wish their details to be made public, business cards etc can be left in the gallery for this purpose.

# COMMISSION ON SALE OF WORKS

Any works sold whilst on display in the gallery will attract a commission of 20%. Please be aware of this when pricing your work. This commission will be added to the price you have indicated on the 'Works Detail Form' and labels which need to be attached to the back of each work.

## ARTIST RESPONSIBILITIES

- Artists/Community groups are requested to supply posters - must include exhibition title, and brief description of works/content of the exhibition (Exhibition Details Form pg. 8) This information is important for advertising about the exhibition (see page 6 for more information).
- Include correct acknowledgement of the Mitchell on Maranoa Gallery and Maranoa Regional Council on any promotional activities undertaken for the exhibition. All promotional material must be approved by Maranoa Regional Council's Corporate Communications team before being released to the public.
- Agree to a date for the exhibition.
- Read through the protocols, standards and conditions of the gallery and agree (sign documents) to display under these conditions.
- Honour the agreement by supplying:
  - Original work in good condition on the agreed date.
  - Completed all the required forms supplied in this pack by the due dates.
  - Background information for promotional purposes (Exhibition Details Form pg. 8)
- Be responsible for the opening/closing function (including set-up, clean-up, and all associated costs) and be present at the function.
- Hang the exhibition (as per Exhibition Standards) OR arrange for someone else to undertake this role. Gallery volunteers' assistance may be available but is not guaranteed.
- Be responsible for the pull down and packing of their exhibition and removal of works by the agreed date.
- Ensure correct hanging devices are installed to hang/display the work to its best advantage.
- Artist will remain responsible for the quality of the framing and mounting, as well as any repairs required on faults of the works.
- All associated delivery is the responsibility of the artist/community group. Artworks should be appropriately packed with sufficient bubble wrap.

## PROTOCOLS, STANDARDS & CONDITIONS

### HANGING STANDARDS, INSTALLATION AND PULL DOWN

These standards will apply to all exhibitions and competitions displayed in the gallery.

### QUALITY AND SUITABILITY

- All artworks should be the original work of the exhibiting artist. Except in the case of displaying personal collections, in which case the lender should be legal owner of the work offered.
- All work/objects proposed for display should be clean, well presented, and undamaged.
- Gallery retains the right to not hang anything deemed unsuitable or in breach of copyright.
- Works cannot be removed until the exhibition is over unless artist can immediately provide a work of similar size medium subject.
- Any complaints or issues stemming from the sale of works from exhibitions will be forwarded to the artist for their attention and action.

### INSURANCE

Exhibitions are covered by Maranoa Regional Council insurance policy while on display and stored in the gallery building. Artist/community groups are required to provide a complete works list for insurance purposes.

## OPENING/CLOSING FUNCTION

- Any costs associated with the opening/closing function are the responsibility of the Artist/s.
- The gallery will provide tables, chairs, tablecloths, etc.
- Council staff will not be available to assist or attend these functions out of ordinary working hours however Friends of Mitchell on Maranoa Gallery members can be arranged to assist.
- Simple menus and a good selection of non-alcoholic beverages are recommended.
- Very limited facilities are available (on site) for heating food.
- The Maranoa Gallery has a fridge available at the back of the library to use.
- For any function where alcohol is to be consumed a minimum of 21 days' notice is required and is the responsibility of the artist.
- The venue should be left in a clean, tidy, and in a secure state.

## WALL CARDS (LABELS FOR THE WORKS)

- All wall cards for associated exhibitions will be produced by the gallery.
- These cards display artist, title, medium, price and catalogue number. This needs to be discussed with the Gallery volunteers.
- If produced by the artist, gallery approval of design must be sought before use.
- May also display a short spiel on the work (no more than 80 words). If spiels are used, they must be used for the majority of the works (not just one or two).
- Wall cards are placed on the wall 1.5metres from the floor and to the immediate left of the work.

## HANGING FORMAT

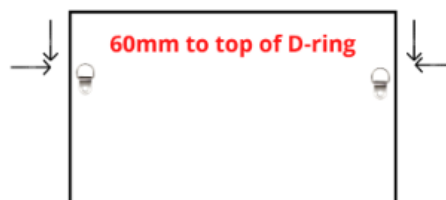
- The gallery only uses the centre line (1.5m) hanging format. All works are hung using the centre line system this includes double and triple configurations. 1.5 metres being the exact centre from top to bottom of such configurations.
- Works are hung by the attachment of 2 hanging devices (one on each vertical side of the work).
- Adequate space must be left between works for placement of wall cards.
- A spirit level will be used to ensure each work is straight.
- The preferred minimum space between works is 50cm.
- No nails, tacks or adhesives (other than supplied) or other articles must not be driven into the walls, floors or ceilings.
- Hanging equipment will be provided (wires, hooks, level)
- All works/objects intended to be hung should be framed, securely fitted with 2-D rings or similar suitable hanging attachments. Some exceptions may apply for children's works – negotiations can be made on an individual basis.
- All wires should be rolled and secured behind the frames – no wires should be visible.

## D-RING SPECIFICATIONS

- You will be required to fit the D-rings yourself. Gallery volunteers may be available to attach the correct fittings for a fee of \$10.00 per painting.
- NOTE: Works without correctly attached D-rings will not be hung. Wire is not required.
- D-Rings positioned (as shown) – top of D-ring to be attached 60mm from top of frame.
- D-rings must be at least 100mm wide.



EXAMPLES OF ACCEPTABLE HANGING DEVICES



# ADVERTISING & PROMOTIONAL MATERIALS

## SIGNAGE, POSTERS, CATALOGUES

The gallery is able to assist artist/community group to create advertising/promotional material and flyers associated with scheduled exhibitions if required. However, should the artist/s choose to produce these items themselves the following standards and conditions apply:

### ADVERTISING & PROMOTIONAL MATERIALS SHOULD INCLUDE –

- Acknowledge the Mitchell on Maranoa Gallery and Maranoa Regional Council. The associated logos should not be used without the permission and approval of design.
- All promotional material **MUST** be approved by the Gallery and Maranoa Regional Council before being distributed.
- Acknowledge any other sponsors.
- Be clear of typographical or factual errors.

### CATALOGUES (IF REQUIRED) –

- Be produced in a clear and legible font face.
- Appear in a size no smaller than 10pt.
- Titles should be in bold, in upper and lower case, with only the initial letter of the first word capitalised, except for proper names, e.g., Tony's boat, Moreton Island, still life. Quotation marks are used for quotations within a title, or the quotation may be italicised instead.
- Be clear on typographical or factual errors.
- Acknowledge the Mitchell on Maranoa Gallery and Maranoa Regional Council.

## ADVERTISING AND PROMOTION STRATEGY FOR EXHIBITIONS -

Advertising & promotion undertaken by the Mitchell on Maranoa Gallery with each exhibition and workshop.

### MEDIA RELEASE

- Information about the event/exhibition, images and other material supplied by the Artist will be issued to local and regional media – Bottle Tree Bulletin, Toowoomba Chronicle, Queensland Country Life and The Maranoa Today.
- Information and advertising for the event will also be posted on the Mitchell on Maranoa Gallery Facebook page and Website.

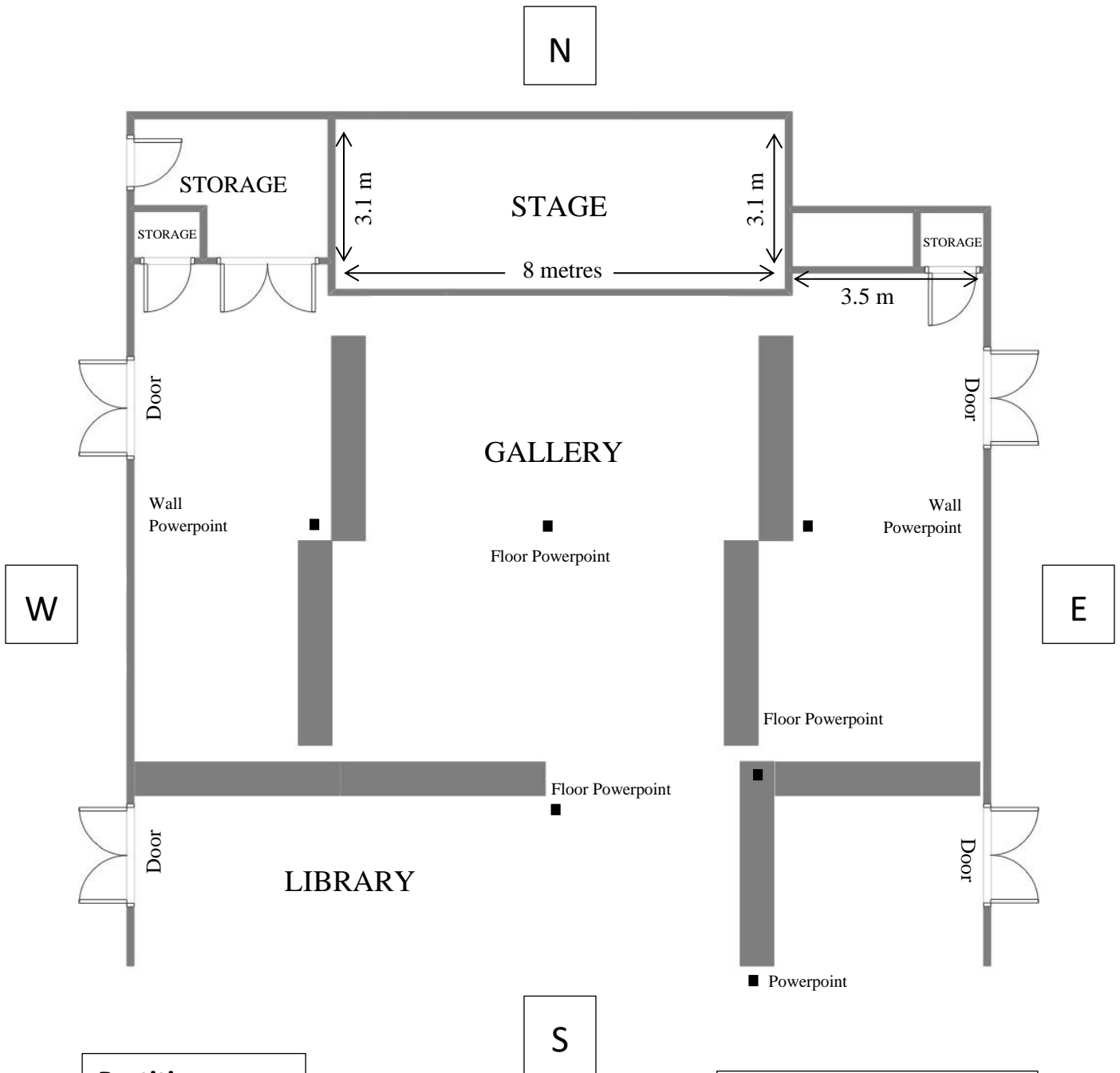
### PUBLICITY – POSTERS

- The gallery will distribute posters to various places. If the artist or art group decide they would like to assist in advertising for the exhibition, promotional material will be provided.

### OTHER

- The best advertising/promotion of all is free and takes little more than presenting an interesting product at a high standard with a friendly, welcoming attitude. This is of course, WORD OF MOUTH and would account for bringing in many of our visitors. We therefore take it very seriously and volunteers/gallery members try to make visitors feel that they are genuinely very welcome here and able to take their time to look around at their leisure and that all queries are easily answered.

**MITCHELL ON MARANO GALLERY LAYOUT**



**Partitions:**  
 L: 3.6m  
 W: 0.6m  
 H: 2.4m

**Height of Tracking:**  
 Along stage & western eastern walls: 2.8m

**Eastern Wall:**  
 12.8m total length  
 (less 1.5m x 2 doors)

**Western Wall:**  
 10 metres  
 (less 1.5m x 1 doors)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Facebook: \_\_\_\_\_

Website: \_\_\_\_\_

Artist's/Art Group Working Title (if different to full name): \_\_\_\_\_

Exhibition Title: \_\_\_\_\_

Exhibition Theme: \_\_\_\_\_

Content of Exhibition (how many works): \_\_\_\_\_

**In a few sentences describe your concept for this exhibition:**

(i.e., What's the inspiration for this exhibition? What's it about? What can people expect to see? What's the focus/subject of the exhibition? What styles/techniques were used to create the items?)

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**ADVERTISING AND PROMOTION MATERIALS – POSTERS, FLYERS, SIGNAGE**

The Gallery can produce and print a limited amount of promotional materials.

**If you/group, choose to produce these yourself** – when will they be delivered/distributed? Do you require assistance with printing/copying or paper?

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**If you require the Gallery to produce this material** – Please list colour preference, font types, dates/times, title, slogan, or small spiel about exhibition etc:

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**MEDIA RELEASE AND IMAGES – PLEASE ATTACH PRESS RELEASE AND 3 IMAGES**

Please feel free to supply your own Media Release or Gallery Volunteers can assist.  
For individual exhibiting artists please complete the enclosed questionnaire (Information for Media Release).

**OPENING/CLOSING**

**Are you planning an Opening or Closing function:** Y or N

**If so, When:** \_\_\_\_\_ **Where:** \_\_\_\_\_

Access to back area can be arranged. Note: Functions can be held inside Library, however, must ensure no food or drinks enter gallery/on the carpet)

**Time:** \_\_\_\_\_ **Type of Function:** \_\_\_\_\_

Morning Tea, Luncheon, night etc

**The installation of exhibition –**

What day will the works arrive at the gallery: \_\_\_\_\_

What day will you be available to assist with the layout and hang: \_\_\_\_\_

**The pull down of exhibition –**

What day will you be available to assist with pull down and collection of the works:

\_\_\_\_\_

**Are there any special instructions for volunteers in relation to your work:**

\_\_\_\_\_

\_\_\_\_\_

**I have read the enclosed Policies Standards and Conditions and agree to exhibit within the scope of these items.**

Artist’s/Art Group Signature: .....

Artist’s/Group Name: .....

Date: .....

Witness Signature: .....

Witness Name: .....

Date: .....

Gallery President Signature: .....

Date: .....

Many thanks for your cooperation, we look forward to working with you!

Your Name: \_\_\_\_\_

Your Working Title: \_\_\_\_\_

Your Address: \_\_\_\_\_

Where were you born: \_\_\_\_\_

When did you begin your artistic pursuits: \_\_\_\_\_

\_\_\_\_\_

What or who is your main inspiration/motivation: \_\_\_\_\_

\_\_\_\_\_

What medium/media do you work with: \_\_\_\_\_

\_\_\_\_\_

Describe your work (style, techniques, favourite subject/content): \_\_\_\_\_

\_\_\_\_\_

What does this exhibition mean to you? \_\_\_\_\_

\_\_\_\_\_

Have you taken lessons or undertaken tertiary studies? If so with whom: \_\_\_\_\_

\_\_\_\_\_

Other exhibitions, commissions, or public displays: \_\_\_\_\_

Success in competitions: \_\_\_\_\_

\_\_\_\_\_

What do you see as your highest achievements: \_\_\_\_\_

\_\_\_\_\_

Other memorable achievements: \_\_\_\_\_

\_\_\_\_\_

Other hobbies: \_\_\_\_\_

Any acknowledgements you may wish to add: \_\_\_\_\_

\_\_\_\_\_

TO BE COMPLETED BY INDIVIDUAL ARTIST & RETURNED 4 WEEKS PRIOR TO EXHIBITION OPENING DATE

**Artist Name:** .....

	<b>Title</b>	<b>Date of Work</b>	<b>Medium</b>	<b>Size of Work</b>	<b>Artist's Price</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

**TO BE CUT AND ATTACHED INDIVIDUALLY TO THE BACK OF EACH ARTWORK**

Title of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_  
Technique Used: \_\_\_\_\_ Size: \_\_\_\_\_  
In millimetres – height proceeding width.  
Price \_\_\_\_\_ **Commission will be ADDED to this price.**

Title of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_  
Technique Used: \_\_\_\_\_ Size: \_\_\_\_\_  
In millimetres – height proceeding width.  
Price \_\_\_\_\_ **Commission will be ADDED to this price.**

Title of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_  
Technique Used: \_\_\_\_\_ Size: \_\_\_\_\_  
In millimetres – height proceeding width.  
Price \_\_\_\_\_ **Commission will be ADDED to this price.**

Title of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_  
Technique Used: \_\_\_\_\_ Size: \_\_\_\_\_  
In millimetres – height proceeding width.  
Price \_\_\_\_\_ **Commission will be ADDED to this price.**

Title of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_  
Technique Used: \_\_\_\_\_ Size: \_\_\_\_\_  
In millimetres – height proceeding width.  
Price \_\_\_\_\_ **Commission will be ADDED to this price.**

Title of Work: \_\_\_\_\_ Date of Work: \_\_\_\_\_  
Technique Used: \_\_\_\_\_ Size: \_\_\_\_\_  
In millimetres – height proceeding width.  
Price \_\_\_\_\_ **Commission will be ADDED to this price.**