

Mackay Regional Botanic Gardens

Lagoons Gallery



Exhibition proposal

The Mackay Regional Botanic Gardens (MRBG) is committed to providing opportunities to local artists through the Lagoons Gallery and where possible, utilising outdoor spaces of the Botanic Gardens site. Based on availability most exhibitions, installations and displays will feature for 4 weeks.

Exhibitions, Installations and Displays that will be considered:

- Proposals which demonstrate a clear exhibition rationale or curatorial theme. Preference will be given to proposals with links to nature, the environment, Mackay's culture and history and MRBG.
- Preference will be given to proposals that provide the artist/s with an opportunity to display new work to the public.
- Exhibition proposals for solo or small group exhibitions will be preferred over large group shows or competitions due to the nature of the exhibition space.

Exhibitions, Installations and Displays that will not be considered:

- Artworks that are unsafe, dangerous or may physically threaten the public's health and safety.
- Artworks considered obscene, defamatory or which could result in legal action against the Mackay Regional Botanic Gardens and Mackay Regional Council.
- Artworks that may damage the Lagoons Gallery fittings, building and surrounds, the Living Collection or garden beds.

Please note: Exhibitions and displays appearing in the Lagoons Gallery and any gardens or lawn areas will not have sole use of that area.

Artwork Requirements

The hanging system is gallery rail with movable cables and adjustable hooks. A maximum of 20 hanging artworks per exhibition applies. Please ensure **ALL** artworks to be hung have two 'D' shaped hangers (12mm minimum) on the back of the works. We recommend the hangers are attached at least 60mm from the top of the artwork so the adjustable hooks are not visible when the work is hanging. **If artworks do not have the required hangers on the back, there is no guarantee they will be hung as part of the exhibition.**

Two showcases suitable for displaying small sculptures, works on paper, art diaries, photos etc. are included in the exhibition space.

Large showcase Height – 400mm
 Width – 1750
 Depth – 860mm

Small showcase Height – 400mm
 Width – 860mm
 Depth – 860mm

If the showcases are not utilised by the booking artist/group, MRBG reserves the right to display in the showcases throughout the exhibition.

All artwork included in the exhibition must hang on the gallery system or fit in the showcases. Utilising floor space or hanging from the ceiling is strictly not permitted.

MRBG allows one label per artwork and one A4 didactic panel or artist/s statement per exhibition to be hung on the walls. Any further information you would like included will need to be through brochures/flyers etc. provided by the exhibitor.

Security

Café staff are not responsible for supervising the Gallery during the open hours.

It is the responsibility of the artist or exhibitor to organise themselves or someone to oversee the exhibition space (if so desired).

MRBG has after-hours security for the Lagoons Gallery facility. Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

What we provide

- Marketing of the exhibition as per the Mackay Regional Botanic Gardens marketing strategy. This includes listing on the Botanic Gardens website, eNewsletter, social media platforms and distribution of flyers/brochures produced by the exhibitor to Council libraries etc.
- MRBG logo for inclusion in promotional material.
- Artwork labels and a didactic panel upon information being supplied by the exhibitor.
- Staff to hang the exhibition. N.B MRBG Staff have the final say in hanging the exhibition. Group exhibitions need to nominate one person to assist.

Exhibitor's responsibilities

All exhibitors are responsible for the following:

- Any promotional material for the exhibition, including printed invitations, catalogues, room brochures, price lists etc. The exhibitor will be responsible for the printing and design costs as well as postage.
- Providing a final draft of any promotional materials (which must include the Mackay Regional Botanic Gardens logo) to MRBG for approval before going to print.
- Provide text for artwork labels and didactic panel/Artist statement by the nominated due date. If your label information has not been received by the nominated due date, we cannot guarantee the labels will be ready by your install date.
- Works may be made available for sale (no commission will be charged by MRBG but management of all cash sales, receipting and any GST is the responsibility of the artist/s, exhibitor. Works sold must not be collected until after the closing date of the exhibition.
- Appropriate Public Liability Insurance for your work.
- Delivery and collection of the artworks to the Lagoons Gallery within the required dates/timeframes.
- Catering (including alcohol) for an opening event (if applicable) must be provided by Botanic Gardens Café, under lessee agreement with the venue. An exhibition does not need to have a launch or opening, you may prefer a 'Meet the Artist' session during Café hours.

Fees & booking

Lagoons Gallery exhibitions incur a 'hanging fee'. Please contact Mackay Regional Botanic Gardens Administration for current pricing (price changes occur on July 1 every year).

- Complete and return the exhibition proposal proforma, including photo documentation of artwork - a minimum of three (3) digital photographs or printed images.
- Once the completed proforma is received, the Visitor Services Officer will advise the available exhibition dates.
- When preferred date is advised by the Artist/s, notification of the tentative booking will be provided with dates for the label information deadline, install and collection.
- This tentative booking will remain in place for 14 days, to confirm your booking payment of the hanging fee is required.
- Cancellation of a booked exhibition must be made in writing to the Visitor Services Officer. Refunds will not be given within 3 months of booking date. MRBG reserves the right to cancel a booking at any time for any

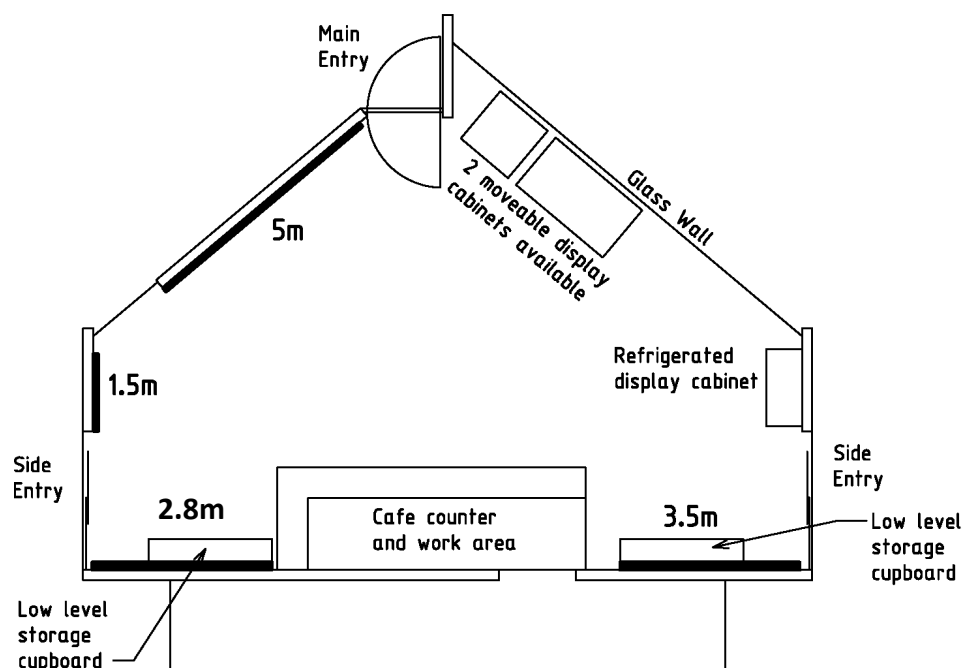
reason including safety concerns of the location. MRBG will provide a full refund of hanging fee and/ or reschedule the exhibition date when more than 3 months' notice is provided.

The Space

There is 12.3 linear metres of wall space to a height of approximately 3 metres over 4 concrete walls, charcoal grey in colour and separated by glass windows and doors. The room receives a high amount of ambient light during the day.

Lagoons Gallery is part of the Botanic Gardens Café operations. Café functions, including wedding receptions, private dinners, corporate functions and their associated equipment is part of the Gallery space.

Opening hours are Wednesday to Friday from 9am to 3pm, Weekends from 8am until 4pm (closed Monday & Tuesday). Entry is free of charge. Please note changes to opening hours may vary in QLD school holidays.



Gallery Wall Hanging Layout

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EXHIBITION PROPOSAL PROFORMA



Please return this completed document with photo-documentation of your work to:

Mackay Regional Botanic Gardens

Attn: Visitor Services Officer

PO Box 41, Mackay Q 4740

Ph: (07) 4952 7300

Fax: (07) 4952 7333

Email: botanic@mackay.qld.gov.au

Surname:..... First Name:

Club/Group:
(If applicable)

Postal Address:
.....
.....

Telephone:

Email:

Website:

Suggested Title of Exhibition:

Number of hanging works:

Will Public Liability be taken out for this exhibition Yes No

As an exhibitor within MRBG you are advised of the requirement to have appropriate public liability cover for the duration of the use of the site. Mackay Regional Council will not accept liability for any damages that might result from the exhibitor's negligence or failure to take appropriate duty of care in their use of the site.

100-word exhibition / display rationale (ie. What the exhibition/display will be about, any current themes etc.)

I/WE HAVE READ THE CONDITIONS SUBJECT TO EXHIBITING AS PART OF THE LAGOONS GALLERY AND RECOGNISE OUR OBLIGATION TO COMPLY WITH THESE CONDITIONS.

Signed _____ Date _____

Name (*printed*) _____

Club/organisation _____

Position _____

.....
OFFICE USE ONLY

Completed proforma received / /

Available dates advised / /

Preferred date received / /

Exhibition booked for _____ (Month and year)

Code RC/BGART

Paid \$ _____ Date / / Receipt No. _____

