

Application to exhibit COPACC Gallery Space



COPACC is proud to host exhibitions from established and emerging artists in our Gallery Space, located in the Public Foyer of the venue.

There are a few things to note before submitting your application:

- To allow opportunities to as many artists/groups as possible throughout the year, we generally aim to keep exhibitions to a duration between 2 and 4 weeks, including installation and bump-out.
- As the COPACC Office operates during business hours Monday – Friday, we suggest booking the exhibition with the allowance of installation days being a weekday in case you need any assistance, access to resources etc.
- Installation and bump-out is the sole responsibility of the exhibitor, however, if there are COPACC staff in venue, we are happy to assist where possible with resources such as step ladders, hanging filaments etc.
- To check whether your desired exhibition dates are available, please contact the COPACC office on 03 5232 9418 or via email prior to completing this form.
- Please note that all exhibitors must have a current Public Liability insurance certificate. If you don't hold your own policy, this can be purchased through the Colac Otway Shire website under Menu -> Forms & Applications -> Events -> Public Liability – Performers and Stall Holders or via customer service and on 02 5232 9400.
- If artworks are for sale, a comprehensive price list in digital format (preferably as a MS Word Document) MUST be provided prior to the exhibition opening.
- All artwork sales during - and as a direct result of - the exhibition will be charged a 10% commission.
- All artwork sales MUST be processed via the COPACC Office. We will provide a list of sales processed once the exhibition has concluded, on which you may invoice us for payment.
- Please be aware that we have a limited supply of hanging equipment (e.g. pins, Velcro etc.), and it is only available during business hours.
- Exhibiting groups must nominate contact details for a sole point of contact. This contact will be the creditor, invoicing for all sales made and being responsible for distribution of payments to the group.
- All exhibition openings are to be booked through the COPACC office and will be charged at standard venue hire fees, in accordance with Council's Fees and Charges. If you wish to provide alcohol at your opening, please discuss this as a liquor licence must be obtained prior to the event.

Application to exhibit COPACC Gallery Space



Application Checklist

<input type="checkbox"/>	Check dates with COPACC (03 5232 9418 or copacc@colacotway.vic.gov.au)
<input type="checkbox"/>	Complete application form
<input type="checkbox"/>	Submit marketing collateral (1-2 images will suffice)
<input type="checkbox"/>	Book exhibition event (if required)
<input type="checkbox"/>	Confirm bump in/out requirements
<input type="checkbox"/>	Provide copy of your Public Liability Insurance Certificate of Currency*

*If you do not have your own PLI, temporary insurance is available from Council. Download the form on the Colac Otway Shire website (navigate from Home > Forms & Applications > Events > Public Liability - Performers and Stall Holders) or visit our friendly Customer Service team in Rae St, or by phone on 03 5232 9400

Conditions

- It is the responsibility of exhibitors to display all artwork, nothing is to be adhered directly to the Gallery wall. Ladders and trolleys are available on request.
- The COPACC Foyer Gallery has a track and filament hanging system available, provided free of charge, but any lost or damaged filaments will be billed to the exhibitor at the replacement cost. A COPACC staff member will provide information on using this system. Please leave the filaments, droppers and hooks hanging on the tracks on completion of your exhibition. Safe weight loads must be observed. Free-standing artwork must be stable and capable of supporting itself.
- COPACC reserves the right to reject works that are not deemed to be safe. Exhibitors are responsible for signage, labelling of artwork, keeping the exhibition tidy and catalogue production. COPACC reserves the right to condense the exhibition at the Manager's discretion in line with the needs of the business. All work is installed at the exhibitor's own risk.

Application to exhibit COPACC Gallery Space



Exhibition Details			
Exhibition Title			
Name of exhibiting artist/s or group			
Contact Name			
Address			
Phone			
Email			
Instagram <i>(if applicable)</i>			
Facebook <i>(if applicable)</i>			
Exhibition description <i>(approx. 250 words for promotion)</i>			
Additional information <i>(about the artist/s, group, exhibition)</i>			
Preferred dates for exhibition			
Installation arrival date		Installation arrival time	
Bump Out arrival date		Bump Out arrival time	

Application to exhibit COPACC Gallery Space



In-house space and resources (subject to availability)

*additional floorspace may be available on request

**wire filaments and hooks provided

Element	Measurements	Required
Floor space*	Up to 6m x 12m	<input type="checkbox"/>
Gallery wall hang with wire**	12m w x 2.4m h	<input type="checkbox"/>
Black display box hang with wire**, Velcro (male), pins	2.2m h x 1.3m w x 0.7m d	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Flat glass casement single shelf 0.7m h	0.5m h x 2m w x 1m d	<input type="checkbox"/>
Narrow glass casement 3 adjustable shelves	2m h x 0.6m w x 0.6m d	<input type="checkbox"/> <input type="checkbox"/>
Wide glass casement 3 adjustable shelves	2m h x 1.2m w x 0.6m d	<input type="checkbox"/> <input type="checkbox"/>
White plinths various heights - discuss with COPACC	0.5m w x 0.5m d	<input type="checkbox"/>

Are you planning to include an event with your exhibition?

(charges apply, please complete a COPACC event booking form)

Opening <input type="checkbox"/>	Closing <input type="checkbox"/>	Artist/s talk <input type="checkbox"/>	Community engagement <input type="checkbox"/>
Award/s <input type="checkbox"/>	Other (please specify)		