



dogwoodcrossing.com

DOGWOOD CROSSING, MILES EXHIBITION HANDBOOK



INTRODUCTION

Dogwood Crossing, Miles is a vibrant arts and cultural facility owned and operated by Western Downs Regional Council. Dogwood Crossing, Miles delivers quality and enriched services to community and visitors by connecting people, entertaining, engaging and inspiring creativity, through literature, visual arts, technology and experience.

Dogwood Crossing, Miles ('the Centre') accepts exhibition proposals from artists and curators for the Centre's annual exhibition program.

This Exhibition Handbook includes information about:

- Our Exhibition Spaces
 - John Mullins Memorial Art Gallery (Proudly sponsored by Murilla Hardware Supplies)
 - Curved Wall Gallery and/or Tree Hall
 - Creative In-CUBE-ators (counter display cases)
- Exhibition and display props
- Selection process
- Tips on preparing an exhibition proposal
- Exhibitor checklist
- Exhibition terms and conditions

If you would like to curate or present an exhibition you will need to submit an exhibition proposal for consideration by the Gallery Committee. The Exhibition Proposal Form is available on Dogwood Crossing, Miles' website or by contacting the Centre on the details below.

Should your Exhibition Proposal for the John Mullins Memorial Art Gallery be accepted:

- a non-refundable Exhibitor's Fee will apply. For rates refer to Terms and Conditions.
- for all artworks sold, the Centre will take commission (for rate refer to Terms and Condition) with all sales will be receipted by the Centre's staff.

Please direct any further enquiries to:

Dogwood Crossing, Miles

- Street address: Cnr Leichhardt and Warrego Highways, Miles Qld 4415
- Postal address: PO Box 551, Dalby Qld 4405
- Phone: 07 4628 5530
- Email: dogwood.crossing@wdrc.qld.gov.au
- Website: www.dogwoodcrossing.com

Opening Hours:

- 9am to 5pm, Monday to Friday | 10am to 2pm, Saturday
- Closed Sunday, Public Holidays and Christmas /New Year period

JOHN MULLINS MEMORIAL ART GALLERY

The John Mullins Memorial Art Gallery, proudly sponsored by Murilla Hardware Supplies, is an A-class regional art gallery operated by Western Downs Regional Council. This large, climate-controlled exhibition space can be configured with the use of temporary walls to display professionally curated in-house and incoming exhibitions to the highest standard. This gallery is the Western Downs' premier cultural facility. We host several state or national touring exhibitions each year.

Exhibition Space:

- Dimensions – approximately 130 square metres floor space, 44.3 linear metres hanging space
- Configuration – 2 mobile walls facilitate flexible exhibition design
- Hanging system – all gallery walls and the two mobile walls are fitted with an adjustable track system
- Lighting – fully adjustable track lighting
- Climate controlled

Please refer to Appendix A for a detailed gallery floor plan.

Exhibition Duration – six to eight weeks



CURVED WALL GALLERY, TREE HALL CREATIVE IN-CUBE-ATORS

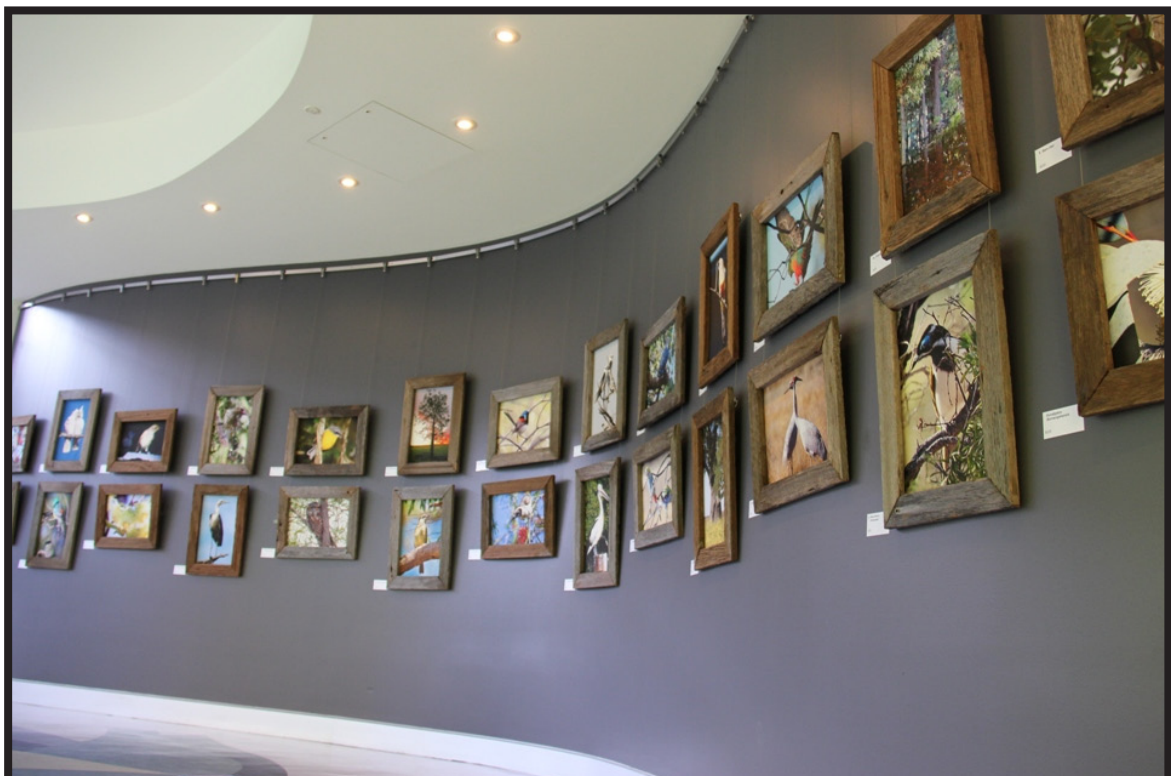
The Curved Wall Gallery is a flexible and highly visible space that provides opportunities for emerging artists and small displays outside of the formal gallery setting. This unique exhibition space is visible upon entering the architecturally-designed award-winning building and from most aspects within the open foyer space.

Exhibition Space

- Approximately 22 square metres and 10 linear metres
- The 10 metre long curved gallery wall is fitted with track hanging and can be complimented with glass top display cases to house sculptural works

The Tree Hall is a large open plan entry area to the facility. It has the potential to be utilised for many purposes including: exhibitions, displays, or private functions (presentations, weddings or cocktail type events). It measures 51 square metres, approximately (10 metres x 5 metres) with an 8-metre ceiling height.

Creative In-CUBE-ators are five glass display cabinets built into the reception desk at Dogwood Crossing, Miles. These cases are available to display small art and craft objects on consignment. Apply to display your work by contacting Dogwood Crossing, Miles.



EXHIBITION & DISPLAY PROPS

We have a number of exhibition and display props available for use in your exhibition:

- 2 mobile walls
- Various wooden plinths for 3D works of various sizes
- 3 lockable glass cases
- 3 mannequins
- Various black and white mei picchi modular display boxes
- Various acrylic risers, stands, and jewellery busts suitable for displaying smaller items such as jewellery and ceramics
- Dogwood Crossing, Miles has a selection of white acrylic frames in various sizes which exhibitors are welcome to use free of charge (depending on availability*). Please advise the Centre if you'd like to take advantage of these frames. If using the Centre's frames, artists are expected to meet the costs of mount board and cutting and are responsible for undertaking the framing. Any damage incurred will be the responsibility of the artist to repair or replace.

* Availability of exhibition and display props are dependent on other displays and activities planned for the facility.



DOGWOOD CROSSING MILES

SELECTION PROCESS

All Exhibition Proposals will be considered by Dogwood Crossing Staff and the Gallery Committee.

Exhibitions may contain all forms of visual art including, but not limited to: painting, sculpture, drawing, photography or photo-media, prints, craft practices, outcomes of community initiatives, book illustrations or book plates, digital or video-based artworks and support material, installations, ceramics, glass, metal, textiles, and/or wood and mixed media.

Assessment of exhibition proposals is based on how well submissions address the following criteria:

1. The proposed exhibition should represent new or recent work;
2. The proposal clearly communicates its intent;
3. The proposed exhibition demonstrates artistic merit, innovation and originality;
4. The proposal considers a target audience;
5. The proposal considers the presentation of the works in a professional manner;
6. Consideration is given to the exhibition space which should guide the number of works that are proposed for the space;
7. The proposed exhibition provides opportunities for community involvement through public programming activities, educational activities, artist or curator talks, or related workshops;
8. Associated costs of the exhibition are able to be met by the exhibitor.

Other considerations that may impact on the Committee's assessment of an application could include:

- Will the timing of the proposal fit Dogwood Crossing's existing schedule?
- Are there logistical issues to consider eg. size, hazards, weight?
- Will the proposal contribute to a balanced exhibitions program?
- Does the exhibition address access, equity and social justice principles?
- Have adequate funds been allocated to present the exhibition?
- Is there adequate information provided to assess the proposal?
- Is the exhibition proposal relevant to local audiences and will it support Western Downs' Cultural Development priorities?

TIPS FOR PREPARING YOUR EXHIBITION PROPOSAL

Preparing your exhibition proposal can seem like a daunting task. Here are some helpful tips to help you on your way:

- Have you prepared a clear exhibition concept? The time taken is an important step in developing your career as a professional artist or organisation.
- Have you taken into account the physical spaces and Dogwood Crossing, Miles' Exhibition Guidelines?
- How do you want your exhibition to communicate with your target audience? Are there any support activities that could enhance it?
- Have you developed a budget for your exhibition so you are aware of all costs involved and who pays for what?
- Dogwood Crossing, Miles schedules exhibitions up to two years in advance and this needs to be taken into account when you prepare your proposal.

Dogwood Crossing, Miles' online Exhibition Proposal Document can be found on our website in the 'Exhibition' tab or contact us directly on 07 4628 5330.

You will be advised in writing of the decision regarding your exhibition proposal soon after the Gallery Committee has met to assess all proposals. The Dogwood Crossing Art Gallery Committee meets once every second month (except for January). In the event that your exhibition proposal is not successful, you may request feedback.

If you are successful in applying for an exhibition, you will be notified by email with a formal Letter of Offer. This email will contain: proposed dates, exhibition space being offered, and a request for further details and when this additional information will be required by. If the exhibition dates are unsuitable, please advise Dogwood Crossing, Miles as soon as possible.

If the exhibition dates are suitable and you confirm by return correspondence, an Exhibitor's Agreement will be forwarded to you. Once the Centre receives the signed Agreement, an invoice will be raised for the non-refundable Exhibitor's Fee (only applicable if exhibiting in the John Mullins Memorial Art Gallery).

Regular liaison will be a part of the planning process leading up to the staging of the exhibition.

EXHIBITION PROPOSAL CHECKLIST

- Completed and signed Exhibition Proposal Form
- Images indicative of the exhibition pieces (3 -10 images). High resolution JPEGs(at least 3MB) uploaded through the Dogwood Crossing, Miles Sharefile Account (detail are listed in the Exhibition Proposal Form) or delivered on CD or memory stick.



TERMS AND CONDITIONS

The following terms and conditions will apply when exhibiting at Dogwood Crossing, Miles:

(1) Exhibitor's Agreement and Exhibitor's Fee

Should your Exhibition Proposal for the John Mullins Memorial Art Gallery be accepted, an Exhibitor's Agreement and a non-refundable Exhibitor's Fee of \$150 (as at May 2016) will be invoiced to you upon written confirmation of the proposed exhibition dates. Please note that the Fee may change without notice.

(2) Exhibition delivery and installation

All components of the exhibition are to be delivered to Dogwood Crossing, Miles on the Monday prior to the advertised exhibition opening, unless otherwise organised with the Gallery.

Framing, mounting and transport of artworks are the responsibility of the exhibitor, as well as transit insurance if desired.

Please attach a label to each work that clearly displays: Artist, Title, Year (of when work was created), Medium/s, and Dimensions.

All components of the exhibition are to be completed, presented to a professional standard, and ready to hang or install. This includes appropriate framing and hanging/installation fixtures (ie. two good sized D-rings for wall hanging pieces).

The Gallery Exhibition Team is responsible for the design and display of each exhibition in consultation with the exhibitor. The exhibitor (or main contact for group exhibitions) will also be expected to assist with installation of the exhibition under the guidance of Dogwood Crossing, Miles staff, with assistance from Art Gallery Committee Members and 'Gallery Groupie' volunteers as required, in accordance with Gallery standards.

Dogwood Crossing, Miles staff have the right to veto any work included in the exhibition and withdraw works considered to be offensive to the public, defamatory, discriminatory, or involves a breach of copyright or other rights, or if the work is deemed to be incompatible with the Gallery's standards.

(3) List of Works

Works for an exhibition must be recorded in a List of Works document (file supplied by Dogwood Crossing) which captures each work's details – Artist, Title, Medium, Dimensions, and Sale Price including 22% commission (as at May 2016) and the artwork statement (if desired). Please note that the commission rate may change without notice.

TERMS AND CONDITIONS

(4) Exhibition invitations / publicity

Dogwood Crossing, Miles will coordinate the design, printing and distribution of invitations, a sales catalogue and posters for exhibitions in the John Mullins Memorial Art Gallery; the exhibitor will be able to review the design and layout, however final decision rests with Dogwood Crossing, Miles. The exhibitor is required to submit requested information on time.

Dogwood Crossing, Miles supplies the following quantities of each:

- A small sales catalogue for John Mullins Memorial Art Gallery exhibitions (generally includes artist bio, an image, artwork titles and prices)
- 10 x A3 size posters or flyers
- Professional printed DL invitation mailed to Dogwood Crossing, Miles distribution database
- A small quantity of the DL invitations for the artist, if desired
- Digital version of the invitation for emailing
- Extra hard copy invitations and postage are the responsibility of the exhibitor/s

Media releases in relation to the exhibition will also be arranged by Dogwood Crossing, Miles through the Western Downs Regional Council Communication and Marketing Team. Artist/s are encouraged to also send out their own media releases.

It is the exhibitor's responsibility to liaise with Dogwood Crossing, Miles staff and nominate an appropriate person to open the exhibition. In the case of a group exhibition, a representative from your group should be appointed and made available for media opportunities that may arise. Otherwise, the sole exhibitor will ensure they are available for media comment.

(5) Insurance

Western Downs Regional Council's Insurance Policy will cover artworks from their arrival at Dogwood Crossing, Miles until their collection on the agreed date.

(6) Opening Function

Unless otherwise agreed to, the opening function will be held on the Friday evening of the exhibition installation between 6.30pm and 8.30pm. Dogwood Crossing, Miles staff will advise on the protocols that need to be adopted for these functions.

Dogwood Crossing, Miles provides:

- Assistance in opening functions, including: three to four small cheese or antipasto platters, non-alcoholic beverages, glasses, stubby coolers and tables.
- Staff and some volunteers to assist with the opening function and sales.

Exhibitors responsibilities include:

- Provision of further refreshments at the opening if desired.
- The purchase and serving of alcohol for a bar if desired. It is a requirement that if alcohol is served,

TERMS AND CONDITIONS

light refreshments (cheese and/or finger food) must be available. A donation box may be displayed at the bar and proceeds retained by the artist.

- Assistance will also be required in relation to set-up and pack-up of the opening, unless otherwise arranged.

All visitors and exhibitors must vacate the building before 9pm on the evening of the opening.

(7) Didactics

Preparation of captions for the works, artist and artwork statements and catalogue information will be designed and implemented by Dogwood Crossing, Miles, in consultation with the curator/exhibitor. Dogwood Crossing, Miles provides a simple, in-house printed, folded colour sales catalogue/booklet. All information must be provided six weeks prior to the exhibition opening. If exhibitors wish to produce more comprehensive exhibition catalogues, room brochures etc. then please liaise with Dogwood Crossing, Miles staff; additional costs will be incurred by the exhibitor.

(8) Signage

All signage and promotional material will be coordinated by Dogwood Crossing, Miles staff.

(9) Supervision

Although all care is taken and electronic surveillance is in place there is no guarantee of sustained physical supervision of any one exhibition space at Dogwood Crossing, Miles.

(10) Other Events in Dogwood Crossing, Miles

As a multi-purpose facility, there are many cultural activities undertaken at Dogwood Crossing, Miles. The Centre may be utilised by Western Downs Regional Council for a range of events, such as book launches, author visits or meetings. Although the exhibition spaces are not generally affected, please be aware that events may occur in proximity to your exhibition.

Artists and organisations coordinating exhibitions are encouraged to deliver workshops, artist talks (about their work and the creative process), and educational talks. This will attract people to the space to see the exhibition and provide the public with access to those involved. Ideas and plans for Public Programs can be discussed with Dogwood Crossing staff upon confirmation of the exhibition proposal.

(11) Sale of works

Artworks may be for sale. Dogwood Crossing takes a 22% commission (as at May 2016) on all sales made. All sales will be receipted by Dogwood Crossing staff. The Centre has a comprehensive purchasing policy to assist with the timely collection of funds from purchasers. Payments will be made to Exhibitors within four weeks of the finalisation of the exhibition and/or the finalisation of purchaser payments.

TERMS AND CONDITIONS

(12) Copyright

The copyright in each work shall remain the property of the Exhibitor/s and Dogwood Crossing, Miles.

(13) Documentation of Exhibition

Dogwood Crossing, Miles may document the exhibition through appropriate means (e.g. digital photography, slides, and video) for our own purposes. The Exhibitor/s is responsible for his/her own documentation. The curator/exhibitor will be required to address the statements within the Exhibitor's Agreement form in relation to whether artworks may be photographed while on display.

(14) Exhibition Collection Dates

All unsold artworks are to be collected from the gallery within two weeks of the exhibition closing unless arrangements have been made with Dogwood Crossing staff.

(15) Exhibition Report

No later than six weeks after the close of your exhibition Dogwood Crossing, Miles will send out an Exhibition Report consisting of copies of press clippings, media releases, advertisements, visitor numbers and visitor comments about the exhibition.

(16) Funding Opportunities

Exhibitors are encouraged to seek additional support for their exhibition if costs exceed those outlined in these terms and conditions.

Exhibitors may be able to access Regional Arts Development Fund grants to support their proposals. Please contact Western Downs Regional Council (<http://www.wdrc.qld.gov.au/grants-and-funding>) for specific information on the RADF program and eligibility requirements.

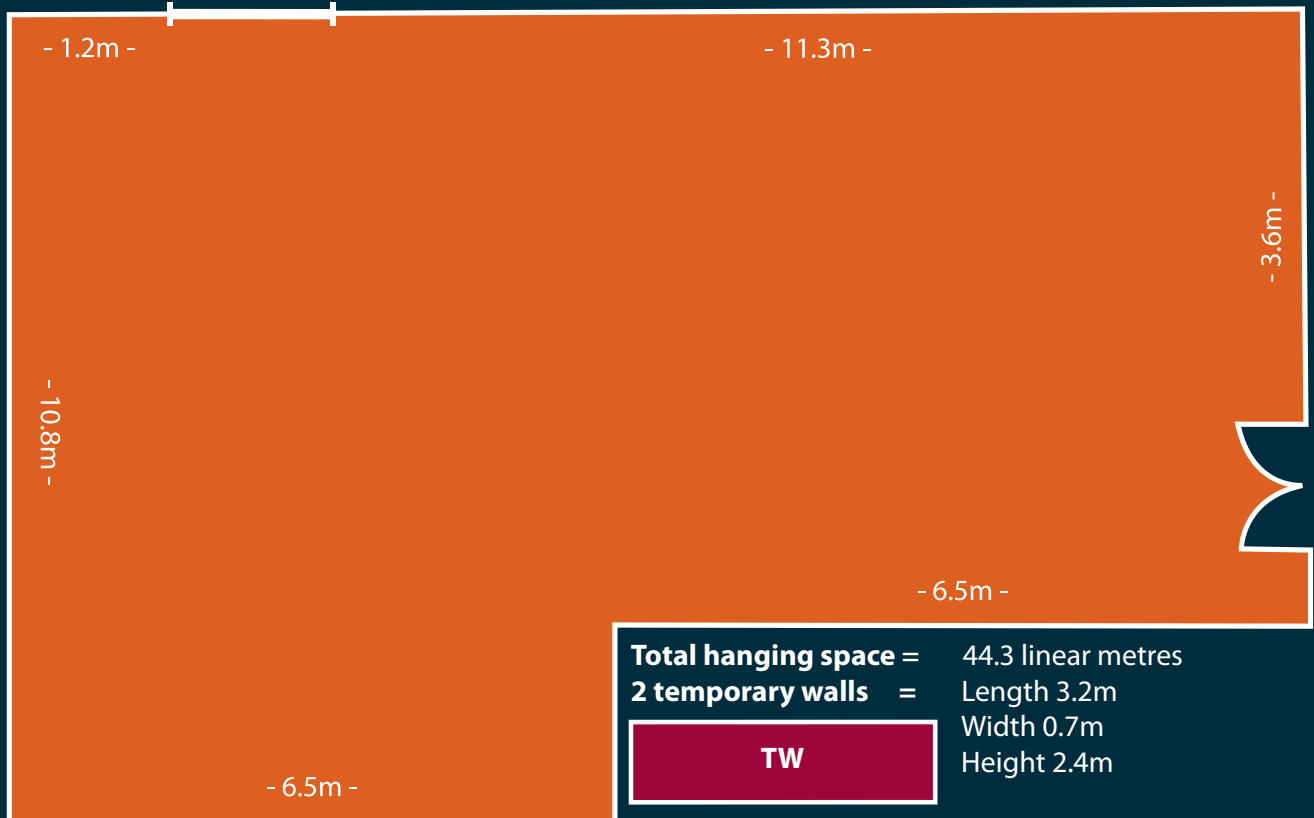
(17) Disclaimer Regarding Fees and Commissions

Dogwood Crossing, Miles reserves the right to alter the Exhibitor Fee and sales commission at no notice.

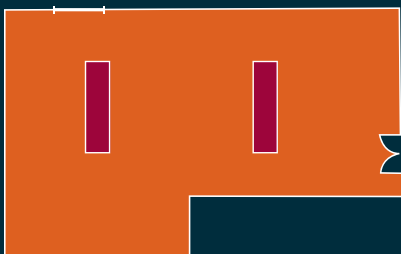
APPENDIX A



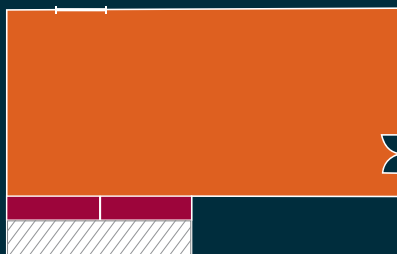
JOHN MULLINS MEMORIAL ART GALLERY



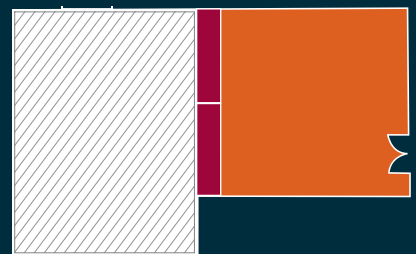
Layout 1



Layout 2



Layout 3



The John Mullins Memorial Art Gallery is an A Class regional art gallery. It is professionally climate controlled and monitored. Fully adjustable track lighting and hanging systems are installed. The gallery space is flexible and can be configured in many ways with the use of our temporary walls. We have a number of plinths and vitrines available for your use and there are multiple hanging points in the ceiling for the suspension of artworks if required.

The gallery can range from 20 to 63.5 linear metres with the use of the temporary walls.





**Dogwood
Crossing**
MILES

dogwoodcrossing.com

Street Address

Cnr Leichhardt –
Warrego Hwys
Miles QLD 4415

Postal Address

PO BOX 551
Dalby QLD 4405

Phone 07 4628 5330

Fax 07 4628 5378

