

Newcastle Studio Potters Inc  
57 Bull Street, Cooks Hill 2300  
Phone 49293677



## *2022 Submission Form for Back to Back Galleries Exhibition Space*

### **A Applicant – clay artist**

Name

Address

Tel numbers:

(h)

(m)

e-mail:

### **B Additional artists** *(names and medium if not clay – use additional page if needed)*

1.

2.

3.

4.

5.

### **C Exhibition title/theme**

**D** *Brief description of work that will constitute the exhibition. Please note that this is a clay based gallery. The major component of the exhibition should be work in clay. Plinths are provided for the display of clay pieces. **NOTE: NO SCREWS, NAILS OR PINS ARE TO BE ATTACHED DIRECTLY INTO THE EXHIBITION SPACE WALLS.** Please only use the hanging system that is supplied.*

**E** Please include short artist statement and images of each artist's work.

**F Preferred exhibition times** *(see attached schedule of available exhibition dates)*

First Choice:

Second Choice:

Third Choice:

**G Additional information that you would like to provide.**

**Your complete submission must include the following materials:**

- ◇ **Completed submission form.**
- ◇ **Images of at least two works for each artist in the exhibition.**
- ◇ **A short resume for each artist in the exhibition.**

**Fees**

- Gallery fees are \$500 (+\$200 returnable bond) for three weeks
- Artists are responsible for all exhibition expenses and gallery staffing (unless other arrangements are made with the Gallery Officer)

**Timeline:** The Gallery Sub-Committee will review submissions in early August with the goal of contacting exhibitors with decisions by the end of August 2021.

**Submissions should be delivered by 20<sup>th</sup> August 2021 to:**

**Gallery Officers  
Newcastle Studio Potters Inc  
57 Bull Street  
Cook's Hill NSW 2300**

**Or sent electronically to [b2bgalleries@gmail.com](mailto:b2bgalleries@gmail.com)**

Feel free to contact the Gallery Officers at any time if you have questions.

**Fee Structure and Payment**

- The gallery rent is \$500 for three weeks.
- An additional bond of \$200 applies. This will be refunded at the completion of the exhibition, provided there has been no damage.
- The contract is signed and a deposit of \$100 is taken three months before the exhibition opens; and the remaining \$600 is paid when the gallery keys are provided.
- Payments should be made in cash, by cheque or by direct deposit. When paying by cheque please make payable to "Newcastle Studio Potters Inc." Receipts will be issued.

**Publicity - Invitations**

Artists are asked to provide the following information for publicity, web-site, Facebook, archival and display purposes.

- A short artist statement concerning the artists and the work to be exhibited. This will be used for the media release.
- 50 invitations (DL size) three weeks prior to the opening of the exhibition.
- 1 or 2 images (jpeg) of artwork for advertising.
- Images for advertisement should be 300dpi and measure about 20cm by 20cm.

Two weeks prior to each exhibition, the Publicity Officer will send out the media release and post on the NSP Facebook page, Instagram, independent Galleries and TACA newsletter.

One week prior to the opening, electronic invitations will be sent to over 700 e-mail addresses. An advertisement is put into the Free Newcastle Weekly Magazine as well.

Additional promotional opportunities are continually being sought.

Invitations must be professionally prepared, the size of a DL envelope, printed on card of high quality, and approved by the Publicity Officer before printing. Samples of previous invitations are available. Printed invitations and media release wording including name and phone number of contact person, must be provided at least two weeks prior to the opening.

Any additional publicity is the responsibility of the artist.

#### Setting up / Dismantling

*Set Up:* Exhibitions may be set up from the Tuesday prior to the opening.

*Cleaning:* Although the Gallery Officer will ensure the previous exhibitors have left the gallery in good order, additional cleaning may be needed. The gallery provides cleaning equipment as well as paint, trays, rollers and brushes.

*Hanging/Presentation* The gallery is equipped with hanging rails and wire hanging cords. Plinths are available.

*Reception* Exhibitors are responsible for organizing, paying for and overseeing the opening reception – normally from 6-8pm on the first Friday of the exhibition.

*Kitchen* The kitchen is available for use. Wine glasses and platters are supplied. The kitchen is to be kept clean and tidy. The wine glasses must be washed and replaced into the boxes supplied.

*Dismantling* The exhibition is to be taken down after 5pm on the last Sunday or the following Monday and the keys returned. The gallery will be inspected prior to the deposit being refunded. All uncollected work must be taken by the artist.

#### Gallery Sitting Instructions

*Opening hours:* The gallery is open Friday to Sunday, from 11 am until 5 pm. **The gallery must be open at these times.** It is possible to extend these hours on consultation with the Gallery Officers.

*Sales and receipt books:* Exhibitors must provide their own receipt books and any other documents required for the sale of items. Exhibitors are responsible for the delivery of sold work at the close of the exhibition. No work (sold or unsold) may be left in the gallery after the exhibition closes.

*Catalogue:* Exhibitors are responsible for the preparation and printing of the catalogue or floor sheet.

*Arrival / Closing:* On arrival, the lights are turned on and the flags put out. The reverse on closing Please note that the Gallery Shop has ceiling lights and a light box that must be switched on..

*Visitor numbers:* Daily visitor numbers are to be recorded.

*Smoking:* The building and grounds are non-smoking.

*Phone:* Each call is 50 cents. Mobile access is not possible.

*Workshop:* The workshop area is for the use of NSP members only. However, exhibitors may access the toilet during an exhibition.

*Radio:* Radios can only be played in the office. Playing it in public areas can incur a fine for infringement of copyright laws.

*Dress:* Suitable dress is expected.

### Gallery Shop - Sales

During the exhibition, the Gallery Shop is the responsibility of exhibitors.

Each item on sale in the Gallery Shop should be marked with the artist's initials, a number and a price. If it is not marked it cannot be sold.

- Use the receipt book marked "Gallery Shop". Include the names of purchaser and artist, the number of the piece and a description of it. Give the top copy to the purchaser and leave the other in the book. If the item is paid for in full, the purchaser can take it.

Example:

Date	Artist's Name/code	Item details	Item #	Price	Receipt #	Purchaser	Phone No. <b>or</b> e-mail if deposit paid	Gallery Sitter
05/04/12	Alfred Hickens AHI	Blue Bowl	12	\$32	15	E. Brown	49 336 777 emma@email	B. Smith

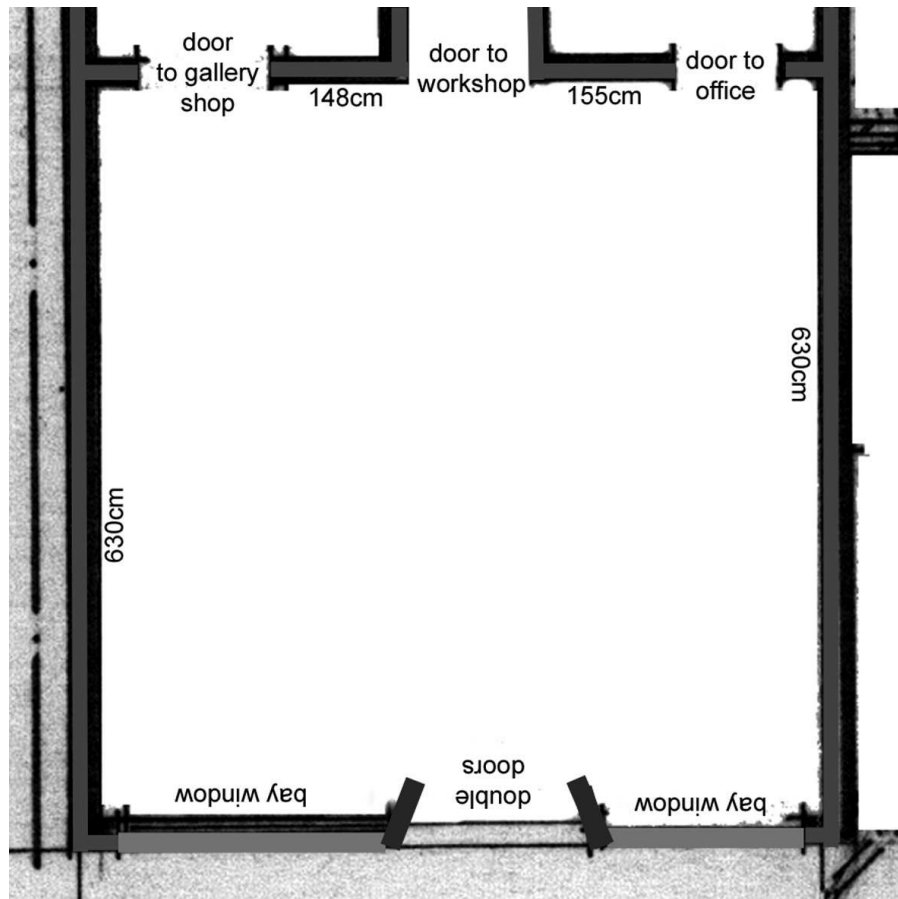
- Any deposit should be at least 25%. Please record details of purchaser (**the phone number is essential**) and the balance due. Leave the item on the counter with a note outlining the amount paid, the balance due, the name of the purchaser and the number of the receipt. Put a red dot on the item to indicate that it is sold.

Leave monies received in the cash box for collection by the Assistant Treasurer.

### Overview of Exhibition Checklist

- 3 months before opening Meeting to sign contract and pay \$100 deposit.
- 4 to 6 weeks before opening Arrange printing of invitations and guest speaker for opening.
- 2 weeks before opening Media releases distributed and postings put on websites.
- 1 week before opening Arrange for keys. Electronic invitations distributed.
- Tuesday before opening Collect keys and make rest of rent payment.
- Tuesday – Thursday Set up the exhibition, prepare for reception.
- During the exhibition The gallery is open 11am-5 pm, Fri, Sat, Sun.

### Gallery Floor Plan



### Gallery Logos

The following logos should be used on your promotional material. Resize them to fit your needs.

