

Clement Meadmore Gallery

Australian Academy of Design

Information Pack

australian academy of design

220 Ingles Street Port Melbourne
Victoria 3207 Australia

Telephone 61 3 9676 9000

Facsimile 61 3 9676 9066

Email gallery@designacademy.edu.au

Application Requirements

Complete the attached Exhibition Proposal form.

1 List your preference for the dates of the exhibition

2 Attach the following

- A one page A4 concept rationale that explains the background to the work you intend to exhibit in the gallery space.
- A 100 word biographical statement from each artist
- Visual support material: slides, drawings, photographs, videos, etc (the work you intend to exhibit)

3 If any details are unclear please contact the Curator.

Facilities Guide

CMG will provide the space, the lighting and hanging facilities. Advertising a line listing of all exhibitions in *Art Almanack* and newspaper guides such *What's on in Melbourne*. The Curator will assist with the hanging of the exhibition and maintains the right to refuse to hang/exhibit works that are deemed to be offensive or are presented in an unprofessional manner.

The Artist/Designer's should provide all information for the marketing of the exhibition. All framing and preparation of works for exhibition will be the responsibility of the artist/designer.

How to submit your application

All applications are to be submitted to:

Curator

Australian Academy of Design,

220, Ingles Street, Port Melbourne Vic 3207

email: gallery@designacademy.edu.au

ph 61 3 9676 9000

Application Approval Process

All proposals will be reviewed by the Gallery Management Committee. Their decision will be final and no correspondence will be entered into unless deemed appropriate by the committee.

If your proposal is unclear or incomplete you may be contacted to provide further information to the committee.

Confirmation of the Exhibition

It is the exhibitors responsibility to ensure that the gallery/artist/s contract is signed and returned by the set guideline. Fees are also to be paid by this deadline. If fees are not paid and the contract is not received before the set deadline, the exhibition timeslot will be forfeited.

Hours of Opening

Monday – Friday 9.00-5.00

Layout of galleries

Clement Meadmore Gallery

Corridor Gallery

Entrance Foyer Space (Ground Floor)

Clement Meadmore Gallery

australian academy of design 220 ingles street, port melbourne. Victoria 3207

Gallery Exhibition Proposal

Name.....

Phonemobile..... Email.....

Title of Exhibition

Content of Exhibition

Hanging requirements

Which Space is required?

Clement Meadmore Gallery

Yes/No

Corridor Gallery

Yes/No

Entrance Foyer Space(ground Floor)

Yes/No

Dates of Exhibition

Opens..... Closes.....

Biography of the Artist/s (attach)

Value of the Exhibition to the Academy

Catalogue of Exhibition & Signage

Ideas for Opening

VIPS to be invited

(list to be attached with contact details)

Publicity required

Sponsorship required (if any & suggestions)

Contact

Gallery Manager

Public Relations Manager

Malcolm Thomson

Joanne Brodie

gallery@designacademy.edu.au

marketing@designacademy.edu.au

Clement Meadmore Gallery

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Acceptance Contract

Applicants Name.....
Address.....
Phonemobile..... Email.....
Title of Exhibition

Artists involved

Name	Phone	Address	Email

Exhibition Details
Special requirements

Space allocated for exhibition
Clement Meadmore Gallery Corridor Gallery Entrance Foyer Space (ground Floor)

Date of Exhibition	Opens.....	Closes.....
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Opening Detailed

VIPS to be invited

Sponsorship if any

Signed(application contact).....	Date.....
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Contact

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