

POST OFFICE LANE LIGHTBOX GALLERY

TERMS AND CONDITIONS

SCHEDULE

Round	EXHIBITION DATES	ENTRIES CLOSE	APPLICANTS NOTIFIED	DIGITAL ART DUE
1	29 November 2019 - 25 January 2020	4 October 2019	11 October 2019	15 November 2019
2	31 January 2020 - 4 April 2020	15 November 2019	22 November 2019	17 January 2020
3	1 May 2020 - 27 June 2020	14 February 2020	21 February 2020	17 April 2020
4	24 July 2020 - 26 September 2020	8 May 2020	15 May 2020	10 July 2020

GENERAL

1. You must complete the online application form and confirm your agreement with these terms and conditions.
2. Applications for each round must be submitted by 4pm on the closing date shown on the schedule above.
3. The City will exhibit the artwork of the successful applicant for each round in the Lightbox Gallery (located in Post Office Lane, between Marine Terrace and Chapman Road) on the dates shown on the schedule above.
4. Successful application is subject to selection by the panel. The decision of the panel is final and no correspondence will be entered into.
5. Applicants of each round will be notified by phone or email by a representative of the City of Greater Geraldton by the date shown on the schedule above.
6. Your final exhibition artworks must meet the technical specifications specified below.
7. The City will fund the reproduction of images, the installation and exhibition system.
8. Application to this exhibition opportunity is deemed acceptance of these terms and conditions.
9. The City reserves the right at any time to disqualify any individual who the City reasonably believes has breached any of the terms and conditions.

ELIGIBILITY

1. This exhibition opportunity is open to entrants residing within the [Midwest region](#).
2. This exhibition opportunity is open to Artists of all experience.
3. This exhibition opportunity is open to Community Groups and Curators of a Group Exhibition.
4. There is no age limit on entering. For participants under 18 years of age a parent or guardian consent is required.

ARTIST REMUNERATION

1. If your entry is successful you will be paid a fee of \$1000.
This payment shall cover all costs related to the development, marketing and presentation of the work, including artist fees, materials and costs associated with digitising the artwork ready for print.
2. The City will organise and pay for printing of your digital artwork on non-adhesive transparency film and its installation into the lightboxes.
3. The City will provide marketing support by way of advertising on our online events calendar, Geraldton Regional Art Gallery website, newsletter and social media

SUBMISSION GUIDELINES

1. All applications must be made through the online form.
2. As part of the entry process, Artists are required to provide the following:
 - a. A brief description of your proposed exhibition
 - b. Conceptually resolved mock-ups or sketches to demonstrate the proposed artworks (1-5 images)
 - c. Images of past work, whether photographs, scans or digital images (1-5 images)
3. You may also upload an artist CV or other supporting documents, if applicable.
4. All images entered must be the original work of the artist.
5. The images must not plagiarise the work of any other person.
6. The artwork shall not be of a nature likely to cause offence and should not portray or depict material in a way which discriminates against or vilifies a person or section of the community on account of race, ethnicity, nationality, gender, age, sexual preference, religion, disability, mental illness or political belief.
7. Images must not contain watermarks or any identifying branding of the entrant.
8. The City has no time restrictions on when the artwork was created.

CRITERIA FOR SELECTION

You should respond to the space in a contemporary manner. Applications will be assessed based on:

1. the exhibition description;
2. artistic merit and innovation of the works proposed; and
3. quality of previous artworks (supported by image submission).

EXHIBITION TECHNICAL SPECIFICATIONS

1. Successful applicants must provide your final exhibition artwork ready for print in high resolution digital format (JPG, EPS or PDF) by the date specified on the schedule. For best results, images should be set at 300dpi or more and a minimum of 180 to 300ppi. If you need help in converting your original artwork to the required digital format, the City can provide further advice.
2. Images must be supplied via the City's Client File Upload Utility. An "Upload Access Code" will be provided to you by the Public and Community Arts Officer.
3. Images will be reproduced and enlarged to fit the A2 format of the exhibition space – trim size of 596 x 422mm with a display area of 574 x 400mm.
4. Lightboxes are arranged in varying Portrait and Landscape orientation as shown on the [Post Office Lane Lightbox Gallery Exhibition Plan](#). Successful applicants will be required to supply their final exhibition images numbered in order of installation.
5. If artwork images are not labelled according to installation order, you grant the City permission to install your artwork in random order.
6. We recommend dedicating Lightbox #1 as an Exhibition Didactic, containing artist information, and directing the community to purchase your works and to find out more about you. You may supply your own artwork for this Didactic, or the City will create a didactic for you based on the [Post Office Lane Lightbox Gallery Exhibition Didactic Template](#).
7. Please note that images will be cropped if they don't fulfil the ratio and size specified. Cropping details should be supplied with your exhibition images, if these details are not included, you grant the City permission to crop your image to fit the correct format.
8. Your images must be of high quality (for example, sharp, clear, good contrast images) for the reproduction and printing process.

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9. While the City will take care to ensure the integrity and quality of the reproduced artwork, you acknowledge enlargements and slight variations to the artwork may result from adapting the original artwork to the correct format or due to the printing process.

COPYRIGHT AND MORAL RIGHTS

You grant the City the right to:

1. Maintain a digital copy of the artwork for the purposes of:
 - a. publicity and promotion of the exhibition, through our website and social media channels.
 - b. creating a non-commercial archive of the exhibition
2. Enlarge and adapt the artwork to fit the format of the exhibition
3. Exhibit the reproduced artwork.
4. You warrant that you are the owner of all intellectual property rights in the artwork.
5. The copyright remains the property of the artist.
6. A credit will always be stated wherever an image is used to acknowledge you as the creator of the artwork.
7. Ownership of the printed artwork transparencies will transfer to the artist on completion of the exhibition.