



**Lake Mac
Libraries**

Expand your world

LAUNCHPAD@BELMONT

LAUNCHPAD@CHARLESTOWN

LAUNCHPAD@TORONTO

LAUNCHPAD@SWANSEA

Launchpad

@LAKEMACLIBRARIES2018

APPLICATION FORM

APPLICATION TO EXHIBIT

Lake Mac Libraries is committed to aligning contemporary library services with the creative community by providing quality, accessible spaces for artists, schools, cultural groups and creative cooperatives to exhibit.

The new program Launchpad@Lake Mac Libraries seeks to:

- foster a community of artists, makers and creative practitioners;
- encourage awareness, creative professional development and exchange of ideas;
- encourage experimental and ambitious projects;
- celebrate a diverse range of exhibition programming with our audience; and
- provide a platform for the development and presentation of artists and artist's work from the region.

Applications are now open for a duration of 12 weeks at four Lake Mac Library branches, Belmont, Toronto, Charlestown and Swansea for 2018.

ABOUT THE SPACES

Launchpad@Lake Mac Libraries is a curated program of exhibition spaces specifically designed for emerging and community Artists and groups, schools and cultural organisations to present paintings, prints, drawings and photographs within community facilities. The locations and spaces are designed to make for easy installations and promote the visual arts within our City.

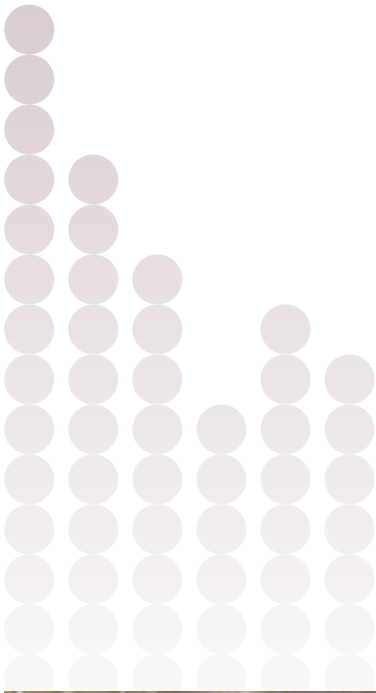


LAUNCHPAD@BELMONT

Location:	Located to the right of the entry into the branch
Hanging Space:	11 metres at 2.5 metre height (broken into 3 spaces)
Linear Space:	27 metres
Hanging System:	Track system
Description:	Belmont has approximately 66,000 annual visits and has a strong community identity.

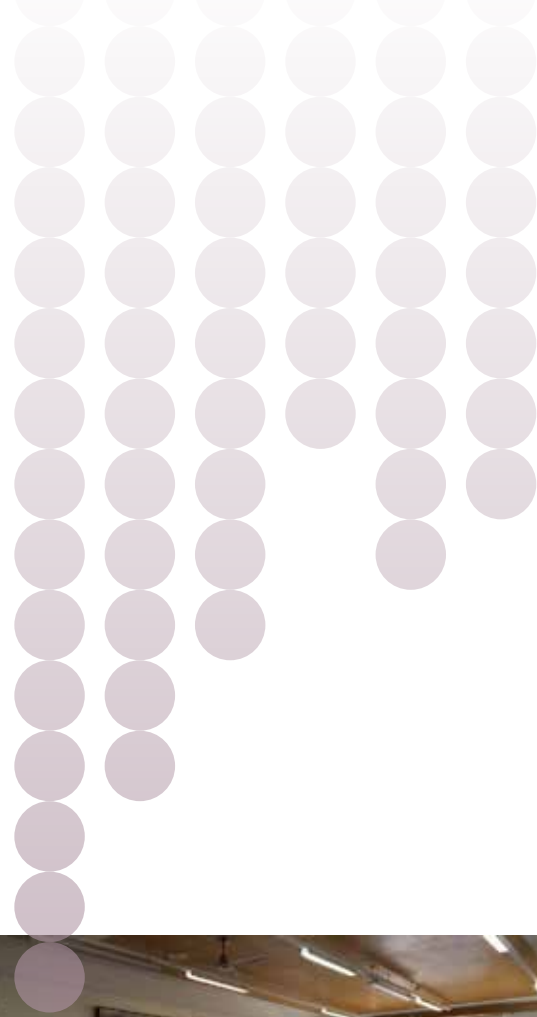
LAUNCHPAD@TORONTO

Location:	Located within the branch, to the left of the service counter
Hanging Space:	10 metre wall length at 2.2 metre height (two walls 5.7m x 4.3m)
Linear Space:	22 metres
Hanging System:	Track system
Description:	Toronto has an annual visitation of over 112,000 and is active in hosting community festivals, author talks as well as the award winning FLINT program.



LAUNCHPAD@CHARLESTOWN

Location:	Located at the rear of the branch
Hanging Space:	6 metre wall length at 1.5 metre height. The limitation of the space is the narrow hanging space and positioning of computers.
Linear Space:	15 metres
Hanging System:	Track system
Description:	Charlestown is a full service library with over 160,000 visits. The exhibition space has size and curation limitations



LAUNCHPAD@SWANSEA

Location:	Located at the rear of the branch
Hanging Space:	6 metre wall length at 2.5 metre height
Linear Space:	15 metres
Hanging System:	Track system
Description:	Located within the Swansea Centre, the library has over 120,000 annual visitors and presents a number of programs including film nights, author talks and workshops. The Swansea Centre is also home to SEEN@Swansea which offers a number of opportunities for cross promotion and programming.



SELECTION CRITERIA

Launchpad@Lake Mac Libraries program objectives are;

- Promote exhibitions of local relevance, artistic excellence and innovation
- Present exhibitions that are diverse and thought provoking, showcasing the work of emerging artists in all mediums
- Act as a platform for creative dialogue by encouraging wider community participation in the arts
- Maintain an interface with the community and arts industry
- Explore issues of cultural relevance

Applications will be considered by Lake Mac Libraries Exhibition Working Group that best reflect the objectives of the program.

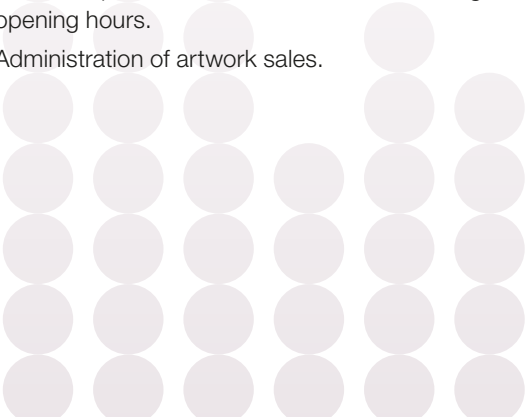
BUDGET AND RESOURCES

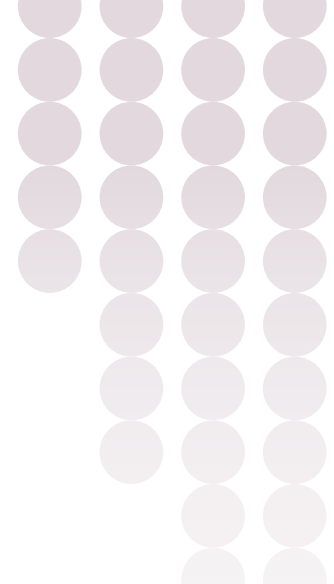
The Launchpad@Lake Mac Libraries is a free exhibition space. Successful Exhibitors will be required to fund

- The set up of the exhibition including all framing and supports needed to use the hanging system.
- Exhibitors will present an Artist talk, floor talk, workshop or demonstration free during the exhibition period.
- The promotion of the exhibition is a joint responsibility between Lake Mac Libraries and the Exhibitor/s. A listing within the Lake Mac Libraries website will be included, in addition to sending a media release to local papers. Any advertising and promotion outside these actions will be on the discretion of the Exhibitor.
- Lake Mac Libraries will retain a 25 per cent commission on works sold during the exhibition period unless otherwise specified.

- Lake Mac Libraries will provide staff, volunteers and materials to support an Artist talk, floor talk, workshop or demonstration. Lake Mac Libraries may re-coop costs associated with the exhibition event at their discretion. Lake Mac Libraries will also provide light refreshments at these exhibition events. The Exhibitor will be responsible for any additional expenses, over and above what is offered.
- Exhibitors are responsible for the insurance of works during the period of the exhibition and whilst traveling to and from the branch. Whilst the branches are fitted a surveillance system, all insurance will need to cover damage to or theft of artworks on display or in transit to or from the branch is the responsibility of the Exhibitor.

HIRE OF LAUNCHPAD@ LAKE MAC LIBRARIES INCLUDES

- Promotional and marketing support for your exhibition through existing channels - 30,000 Lake Mac Libraries e-list and Council's Whats' On and associated social media platforms
 - Exhibition listing within the printed Lake Mac Libraries What's On
 - Printed Exhibition Room sheet
 - Standard size Exhibition sign A2 interpretive sign and wall labels - 7cm height x 10cm width. These labels and sign will be professionally designed and printed through Lake Mac Print. Exhibitors will be responsible for text copy and final proof. Exhibitors will be responsible for additional costs associated with printing for additional printing, invitations, signage etc.
 - Lake Mac Libraries staff and volunteers will supervise the exhibition for its duration, handle art sales and provide additional information during opening hours.
 - Administration of artwork sales.
- 



TIMEFRAME

Detail	Start	End
Expression of interest	Monday 20 November	Monday 11 December, 3pm
Appointments Lake Mac Libraries is offering prospective Exhibitors the opportunity to visit the branch and talk to a representative from the Working Group. If you would like to take advantage of this offer, please contact: Belmont Natalie 4921 0731 Charlestown Bok Hee 4921 0792 Toronto Sandy 4921 0641 Swansea Heather 4921 0780	Contact for viewing and information from 20 November	Friday 8 December
Close Monday 11 December, 3pm		
Selection Panel Assessment	Tuesday 12 December	
Confirmation of Exhibitors/Program	Wednesday 13 December	
Contracts forwarded to successful applicants	Friday 16 December	Saturday 20 January 2018

HOW TO APPLY

Please download the Launchpad@Lake Mac Libraries Application Form, fill out and return via: jdunn@lakemack.nsw.gov.au

Hard copy application forms may be obtained from the participating Libraries on request.
 Applications for 2018 calendar year close **Monday 11 December, 3pm**.



APPLICATION FORM

CONTACT INFORMATION

NAME	
ADDRESS	
PHONE	EMAIL
WEBSITE	ABN*

* If you do not have an ABN, please fill out a 'Statement by Supplier' and return with this form

PROJECT INFORMATION

PROJECT NAME/EXHIBITION TITLE
EXHIBITOR(S) NAME(S)
PREFERRED EXHIBITION & DATES

Please select up to 3 dates with preferences from 1 or 3

#	Belmont Library	#	Toronto Library	#	Swansea Library	#	Charlestown Library
	Fri 16/2 - Sat 12/5		Fri 16/2 - Sat 12/5		Fri 16/2 - Sat 12/5		Fri 16/2 - Sat 12/5
	Fri 18/5 - Sat 1/8		Fri 18/5 - Sat 1/8		Fri 18/5 - Sat 1/8		Fri 18/5 - Sat 1/8
	Fri 17/8 - Sat 9/11		Fri 17/8 - Sat 9/11		Fri 17/8 - Sat 9/11		Fri 17/8 - Sat 9/11
	Fri 16/11 - Sat 8/2/19		Fri 16/11 - Sat 8/2/19		Fri 16/11 - Sat 8/2/19		Fri 23/11 - Sat 10/3/19

Associated Exhibition event preference (Please tick)

<input type="checkbox"/>	Artist talk (minimum 30 minutes)	<input type="checkbox"/>	Workshop (minimum 30 minutes)
<input type="checkbox"/>	Floor talk (minimum 30 minutes)	<input type="checkbox"/>	Demonstration (minimum 30 minutes)
<input type="checkbox"/>	Other (lecture, performance etc)		

PROJECT DESCRIPTION:

Up to 500 words answering the following questions

- Describe your exhibition in particular the 'hook' that would entice visitors to the exhibition?
- What does this exhibition mean to you?
- How long have you been exhibiting? (is this your first show?)
- What training have you undertaken?
- What accolades/awards have you received (quotes from the media are good)?

SUPPORT MATERIAL INFORMATION

Support material is to be supplied in at least one of the following formats:

USB/ CD/ DVD images

* Please do not include original hard copy as it will not be returned

Please provide the following:

- up to 5 images for a solo show including artist's name, title, year, medium and dimensions
- a minimum of 10 images for a group show. Images can be photos or jpeg files.

(Please indicate whether these images are the actual work that you want to show or are indicative of your style.)

EXHIBITOR CURRICULUM VITAE

Please attach A4 page CV for each participant.

CROSS PROMOTION

Do you have links to social media and/or links online?

Website

Twitter

Instagram

Facebook

APPLICATION CHECKLIST

- completed application form
- one A4 page project description
- support material in the form indicated
- CVs for each artist

PRINT NAME

SIGNATURE

DATE

General Terms and Conditions

On acceptance, the Exhibitor will complete and sign an Exhibition Agreement that will include the following elements

- The Exhibitor will be responsible for arranging and paying for the cost of packing and transport of the Work to the Exhibition premises and return, as well as transit insurance.
- The Exhibitor will be responsible for installing the Exhibition
- The Exhibition will be installed during the Library opening hours
- The Exhibitor will arrange and pay for any additional promotion required for an associated event
- The Exhibitor will arrange and pay for food and drink for an associated event
- Lake Mac Libraries may sell artworks on behalf of the Exhibitor and retain 25 per cent of the purchase price.
- Artworks will remain on exhibition for the Term of the Exhibition
- Artwork sold will be collected by the purchaser from the Exhibitor at the Exhibition take down, or at a later date and place arranged between the Artist and the purchaser
- Lake Mac Libraries acknowledges that the Work loaned always remains the property of the Exhibitor
- Lake Mac Libraries will take all reasonable care to ensure that the Exhibition is properly supervised at all times when open to the public.
- The Exhibitor acknowledges that the Exhibition is in a public space without specialised security and with human comfort climate control.
- The Exhibitor must take out and maintain adequate insurance cover against loss, damage, theft and destruction of the Work for the Term. The insurance must be for a sum not less than the agreed value of the Work as listed
- Lake Mac Libraries must return the Work to the Exhibitor in the original frame or mount unless other arrangements are made between the Artist and the Exhibitor in writing.
- The Exhibitor may, without liability, withdraw the Work from the Exhibition either before or during the Exhibition. If the Exhibitor withdraws the Work from the Exhibition, the Exhibitor must collect the Work
- Lake Mac Libraries may withdraw the Work from the Exhibition. Exhibitions will not be excluded on moral, political, racial, religious, sexist, language or other sensitive grounds alone, however the team reserves the right to exercise discretion when choosing exhibits that will be displayed. If works are withdrawn from display, the Manager Cultural Services will provide in writing the reasoning for that decision.

CONTACT US

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