

SEEN @SWANSEA

SOUTH EAST EXHIBITION NETWORK
PROGRAM AND
APPLICATION TO EXHIBIT



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APPLICATION TO EXHIBIT

SEEN@Swansea or the South East Exhibition Network space, is a new initiative to provide a professional exhibition space for the presentation of our unique history, art, ideas and touring exhibitions.

This newly fitted-out exhibition space hosts a program of exhibitions that explore Lake Macquarie's history, community stories and treasures, as well as special shows on themes ranging from dinosaurs to recycled sculpture.

Lake Macquarie City Council recognises the value and benefit of arts and culture to the social cohesion of the community and to the economic wellbeing of the region. Council has a clear philosophy to assist the community to realise its cultural, social and economic aspirations and to support the development of a strong community with a sense of its own identity and appreciation of its cultural heritage.

Applications are now open for a duration of 12 weeks at SEEN@Swansea for 2018.

ABOUT THE SPACE

SEEN@ Swansea or the South East Exhibition Network is a first floor of the Swansea Community Centre.

Situated opposite the Swansea Library, SEEN will operate as a rotating exhibition space for contemporary exhibitions in celebrating the heritage and stories of Lake Macquarie but also present local exhibitions of art, craft and design.

A new initiative for the city, SEEN aims to present curated and touring exhibitions, showcase local collections amassed through the city's Historical Societies and Heritage Groups. SEEN@Swansea provides a suitable venue to present quality exhibitions, develop awareness of the city's heritage and creativity for the south east and provide an opportunity for the community to be more involved within the arts.

LOCATION AND OPENING HOURS

First floor mezzanine, The Swansea Centre

(opposite the Swansea library in the Swansea Centre)

Open 7 days, 10am-3pm

Holiday closures

Closed 25 – 27 December, 1 and 2 January

Open between Christmas and New Year's Eve on 28, 29 and 30 December from 10am–1pm

SELECTION CRITERIA

Applications will be assessed on the presentation of quality exhibitions that;

- have not been exhibited within the region and are of significance to Lake Macquarie
- address aspects of the regions social and cultural history as well as contemporary culture;
- encourages research and publication;
- include community partnerships.

Applications will be considered by SEEN@Swansea Exhibition Working Group that best reflect the objectives of the program.

Exhibitions will not be excluded on moral, political, racial, religious, sexist, language or other sensitive grounds alone, however the team will reserve the right to exercise discretion when choosing exhibits that will be displayed.

BUDGET AND RESOURCES

SEEN@Swansea 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, interpretive panels, labels and additional exhibition furniture.
- Lake Mac Libraries will provide staff and volunteers to operate the bar and serve food during the launch event. Exhibitors are responsible for all associated costs of these events.
- Lake Mac Libraries will aim to roster volunteers to man the exhibition during opening hours, however there may be times/days when volunteers are not available. Exhibitors are encouraged to take shifts in manning the exhibition.
- Exhibitors are responsible for the insurance of works during the period of the exhibition and whilst travelling to and from SEEN. Whilst the space is fitted with a surveillance system, all insurance to cover damage to or theft of artworks on display or in transit to or from SEEN is the responsibility of the Exhibitor.
- The promotion of the exhibition is a joint responsibility between Council and the Exhibitor/s. A listing within the Lake Mac Libraries website, LMCC facebook and other social media platforms 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.

If works are for sale, Council will retain a 25 per cent commission on works sold during the exhibition period unless otherwise specified.

HIRE OF SEEN@SWANSEA INCLUDES

- promotional and marketing support
- design of electronic invitation
- Distribution of e-invitations to our Arts, Heritage and Culture mailing list and through the Lake Mac Libraries mailing list.
- Lake Mac Libraries staff and volunteers will man the exhibition for its duration, handle sales and provide additional information.

TIMEFRAME

Detail	Week/s	Start	End
Expression of interest	3 weeks	Monday 20 November	Monday 11 December 3pm
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 SEEN@Swansea Application Form, fill out and return via:
jhemsley@lakemac.nsw.gov.au

Hard copy application forms may be obtained from the participating Libraries and by contacting Jacqui Hemsley on request.

Applications for 2018 calendar year close **Monday 11 December** at 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 2 DATES WITH PREFERENCES FROM 1 OR 2		
Preference	Dates	Notes
	Saturday 10 February 2018 – Sunday 1 April	Launch Friday 9 February Good Friday and Easter Sunday closed
X	<i>Saturday 7 April – Sunday 3 June (April school Holidays)</i>	Already booked
	Saturday 9 June – Sunday 5 August	Launch Friday 8 June July school holidays
X	<i>Saturday 11 August - Sunday 7 October</i>	Already booked
	Saturday 13 October – Sunday 25 November	Launch Friday 12 October
	Saturday 1 December – Sunday 3 February 2019	Launch Friday 31 November Includes Summer School Holidays

PROJECT DESCRIPTION:

Up to 500 words answering the following questions

- Describe your exhibition in particular the 'hook' that would entice visitors to the exhibition?
- About you/your group/collective?
- How many works? What type of works/objects?

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 including Artwork/Object name, title, year, medium and dimensions
- a minimum of 10 images for a group show. Images can be photos or jpeg files.

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

PRINT NAME

SIGNATURE

DATE

SEEN@Swansea General Terms and Conditions

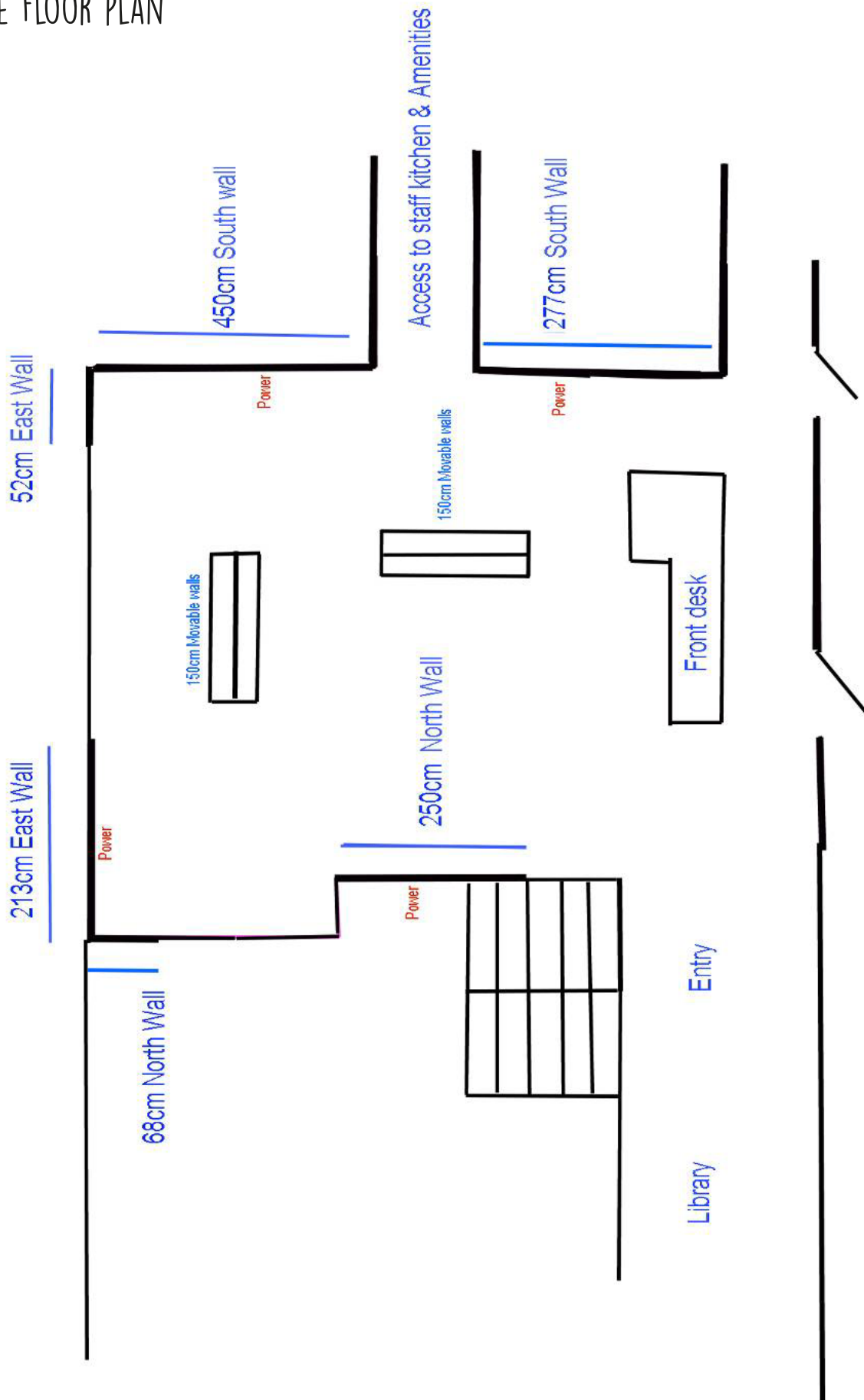
On acceptance, the Exhibitor will complete and sign an Exhibition Agreement that will include the following elements

- 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 SEEN@Swansea opening hours
- The Exhibitor will arrange and pay for any additional promotion required for an associated launch event
- The Exhibitor will arrange and pay for food and drink for an associated launch event
- Lake Mac Libraries may sell artworks on behalf of the Exhibitor and retain 25% 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
- Council acknowledges that the Work loaned always remains the property of the Exhibitor
- Council 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
- Council 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 with 4 weeks notice. If the Exhibitor withdraws the Work from the Exhibition, the Exhibitor must collect the Work
- Council may withdraw the Work from the Exhibition with 4 weeks notice. 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.

TECHNICAL SPECIFICATIONS

	Size	Description
Exhibition Area	88m ²	Approximately 8m x 11m with glass north and east facing.
Hanging Space:	1856cm total 18.5m total	9 plaster hanging walls, 2 movable All at a height of 287cm Separate wall measurements North wall 250cm, Movable walls x 4 sides 150cm each, East wall 1 68cm, East wall 2 213cm, South wall 1 450cm, South wall 2 277cm.
Linear Space:	50 linear metres	
Hanging System:	Hooks and Wire Track system	20 pairs
Lockable cases:	2 x Single Sided, 2 x Double Sided	Cabinets are made of timber and glass, they are lockable and moveable. See attached images
Security:	<ul style="list-style-type: none"> • Locked glass door off mezzanine • Camera surveillance into main exhibition space. • Volunteer invigilation 	
Air conditioning:	HVAC linked system as per the Library	
Lighting	20 lights	Unable to be dimmed and no ability for spot or wash lights.
Access	The space is linked with the Swansea Library, East Lake historical Society Offices, public amenities and general offices.	
Freight access	There is no direct loading bay associated with the space. Exhibitors will be required to use the lift and stairs.	Lift – Door Span Width 89cm – Height 210cm Inside Lift 150cm x 139cm
Power	6 x Power Points	
Technology	LG flat screen TV 20 X 31 inch screen with hard-drive attached that takes a USB stick.	
Audio	Speakers within the space programmed from central audio centre located within the library.	
Risk and WHS management	Emergency exits are located down the two staircases and in the case of an emergency the Lake Macquarie City Council Duty Wardens will be providing direction.	

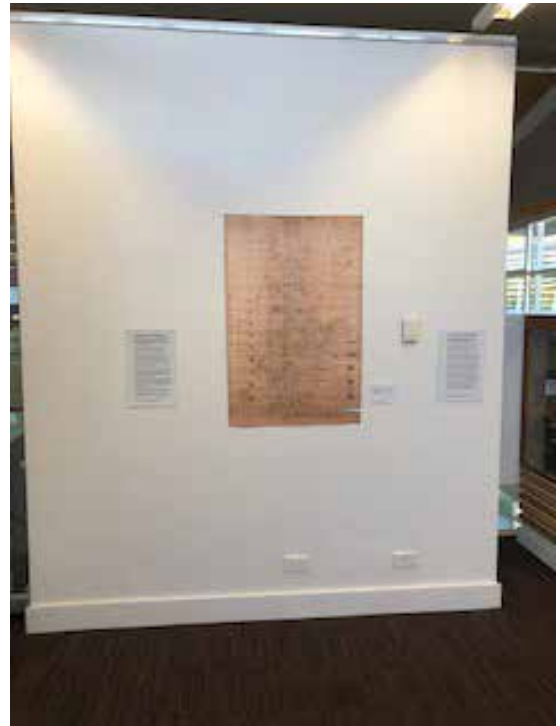
SPACE FLOOR PLAN



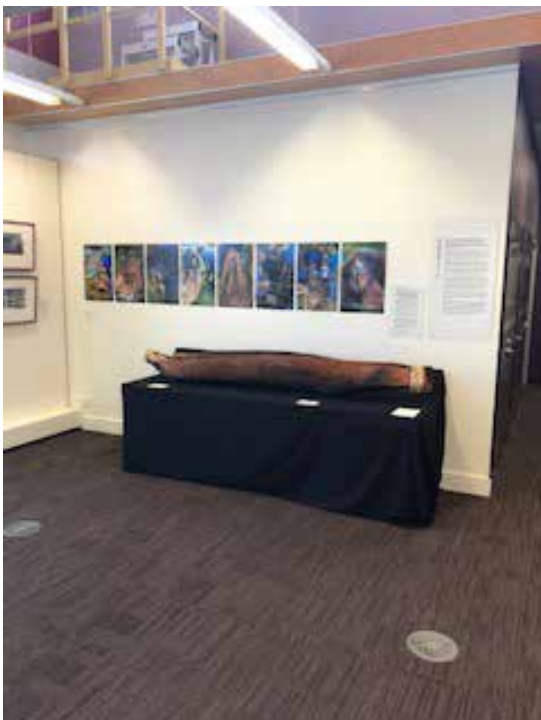
Specific Wall and Cabinet detail



North East Wall



North Wall



South Wall



South Wall



Double sided cabinet



Single sided cabinet



Double sided cabinets – side view.



Movable walls

EXHIBITION DESIGN AND INSTALLATION

Installation takes place up to 5 working days before the exhibition opening (Wednesday to Friday).

Council provides basic tools, but any specialty hanging requirements are costs incurred by the Exhibitor.

Exhibitors are required to discuss their installation plan with the Exhibition Working Group at least 4 months prior to installation. This enables us to respond to any potential issues and offer advice and support.

Exhibitors are responsible for all shipping and transport costs.

De-installation takes place between 9am and 5pm on the Monday and Tuesday after exhibition close. Exhibited items need to be collected at de-install as SEEN@Swansea has no storage facility.

CONTACT US

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