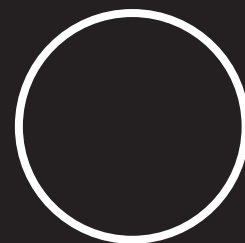


PLATFORM ARTS GALLERY EXHIBITOR KIT 2022/23



[2019 PLATFORM Alumni Show,
Image by Lekko Manalang]

EXHIBITOR KIT:

The **PLATFORM EXHIBITOR KIT** outlines basic responsibilities, information and timelines relevant to your exhibition. It is divided into three sections: before, during and after your exhibition. Please refer to this document when planning your exhibition.

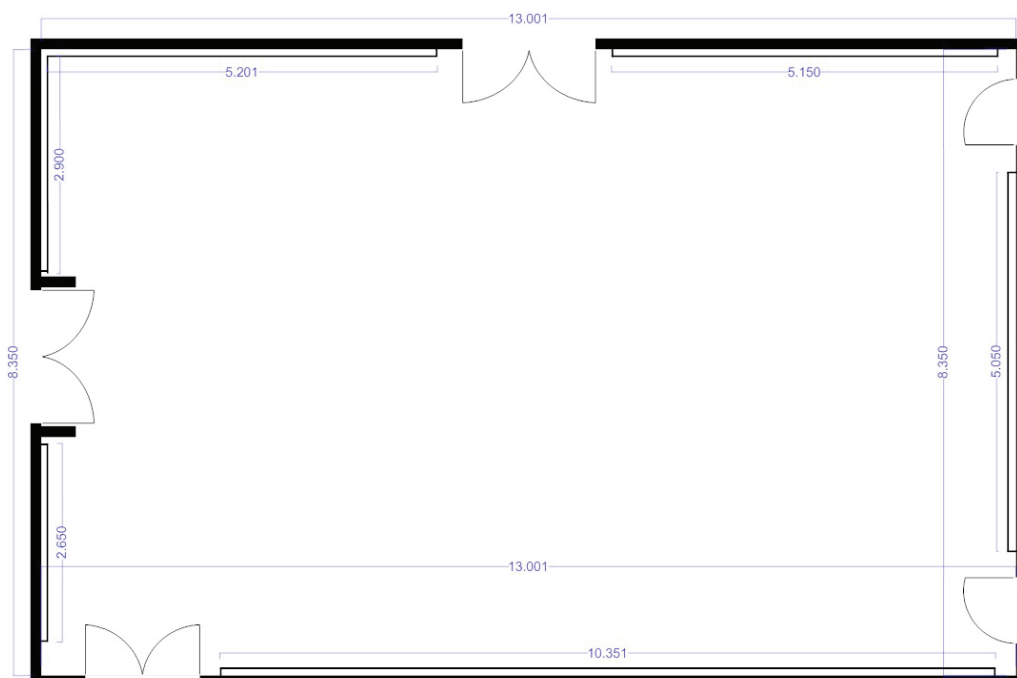
When organising your exhibition, please read through your **PLATFORM** exhibition agreement and the OH&S Guidelines. Please contact the Gallery Curator with any questions.

LOCATION AND FLOOR PLANS

PLATFORM is located at 60 Little Malop Street, on the corner of Gheringhap and Little Malop Street in Geelong's arts precinct. You can access **PLATFORM** via the Little Malop Street entrance.

There is on-street parking located down and around Little Malop and Gheringhap Street, as well as across the road at the Civic Carpark. There is also free parking located further away at Kardinia Park and Eastern Beach.

PLATFORM GALLERY 1 FLOOR PLAN



Total dimensions
13m x 8.3m

GALLERY 1

Exhibition space is 100m² with a ceiling height of over 3 metres. The Gallery walls are MDF and the floor is polished timber floorboards.

Gallery 1 has 5 doors, one of which contains floor to ceiling windows that allow natural light to enter. Gallery 1 is accessed through the Cafe or Little Malop side entrance entrance.

Gallery 1 is fitted with a gallery hanging system throughout. There is also an MDF wall on castor wheels that measures 4 metres long x 2 metres high. The hanging system includes devices for hanging framed and unframed works, along with tension weights.

The Gallery has a moveable, customizable and professional-grade lighting system throughout.

There are 8 x plinths in various sizes. Custom plinths and display devices can be sought.

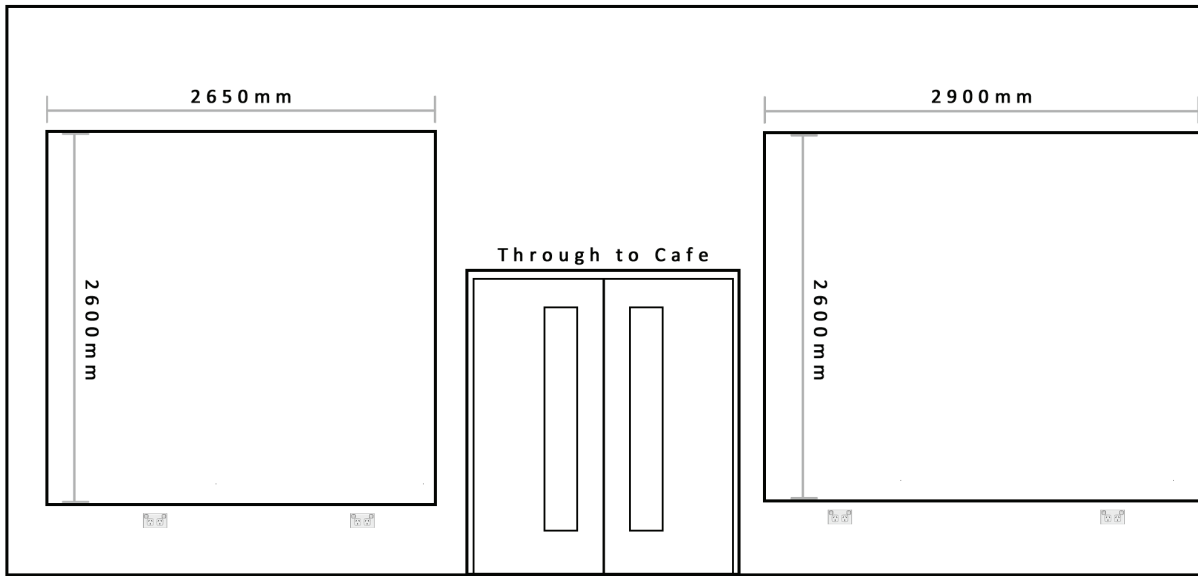
KEY CONTACT

Amber Smith - Curator
P (03) 5224 2815
E curator@platformarts.org.au

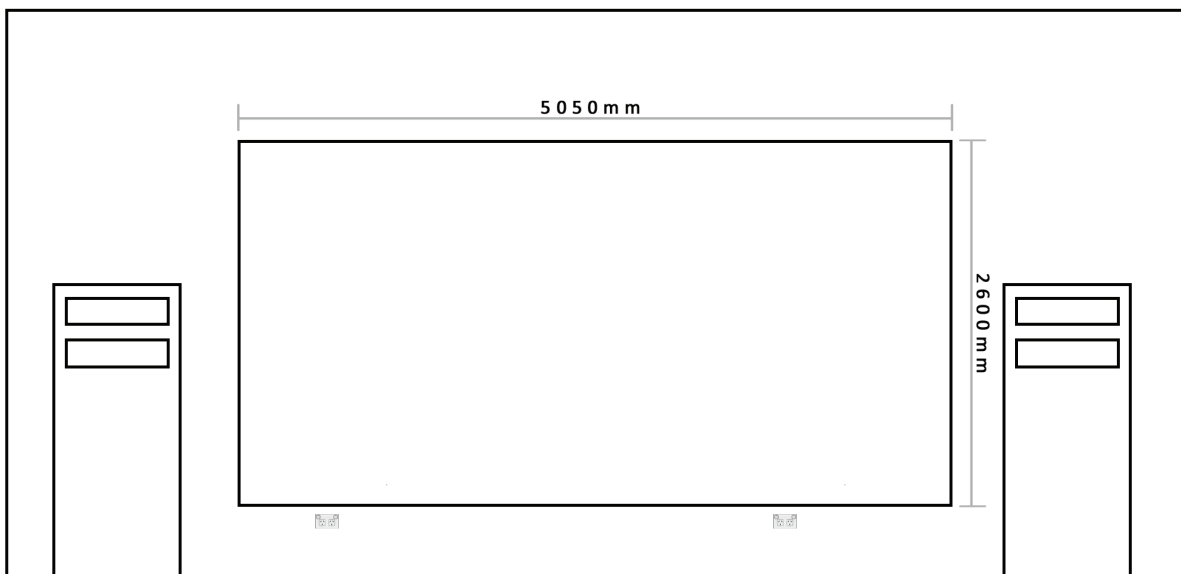
PLATFORM GALLERY 1 WALL DIMENSIONS

NOTE powerpoint and audio locations, placement of doors and useable wall area.

Gallery - East Wall Elevation



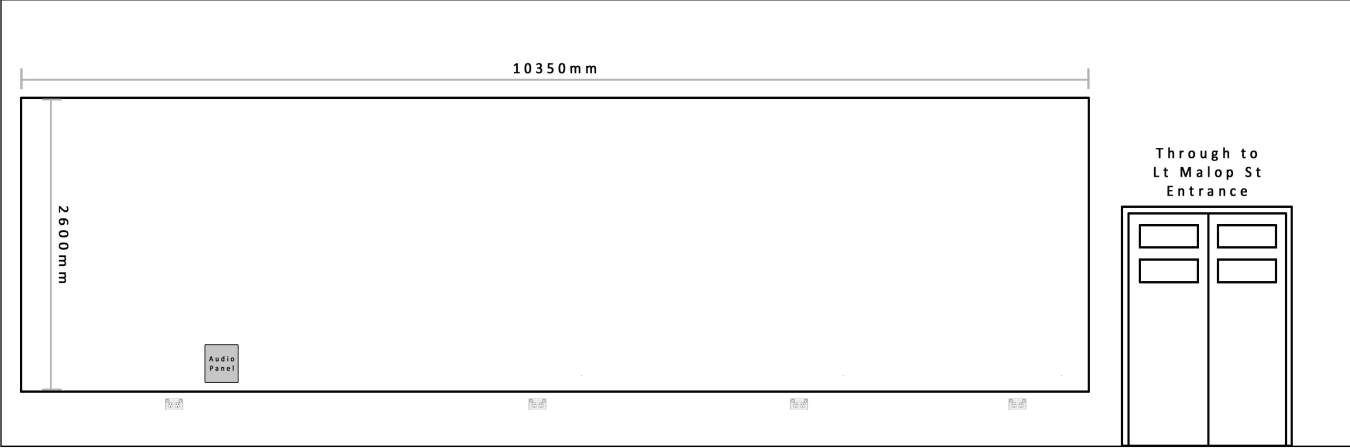
Gallery - West Wall Elevation



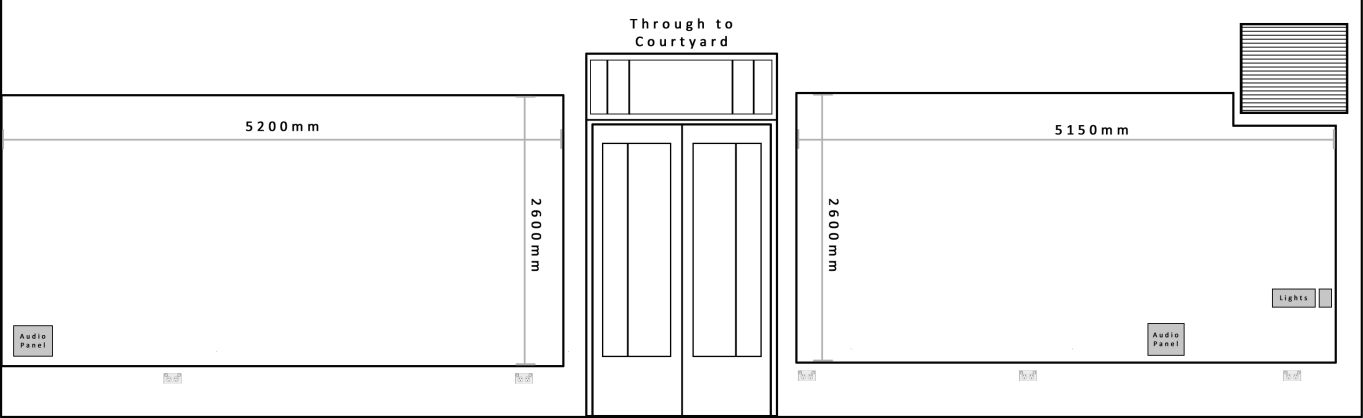
PLATFORM GALLERY 1 WALL DIMENSIONS

NOTE powerpoint and audio locations, placement of doors and useable wall area.

Gallery - North Wall Elevation



Gallery - South Wall Elevation



GALLERY 2

Exhibition space is approx 35m² with a ceiling height of 2.8m. The West facing wall is made of concrete and has a gallery hanging rail system installed. The hanging system includes devices for hanging framed and unframed works, along with tension weights.

There are plinths in various sizes. Custom plinths and display devices can be sought/ made. Please discuss requirements with the curator.

There are 2 x MDF walls that are moveable throughout the space, that measure approx 1.5m x 1.5m on raised castor wheels.

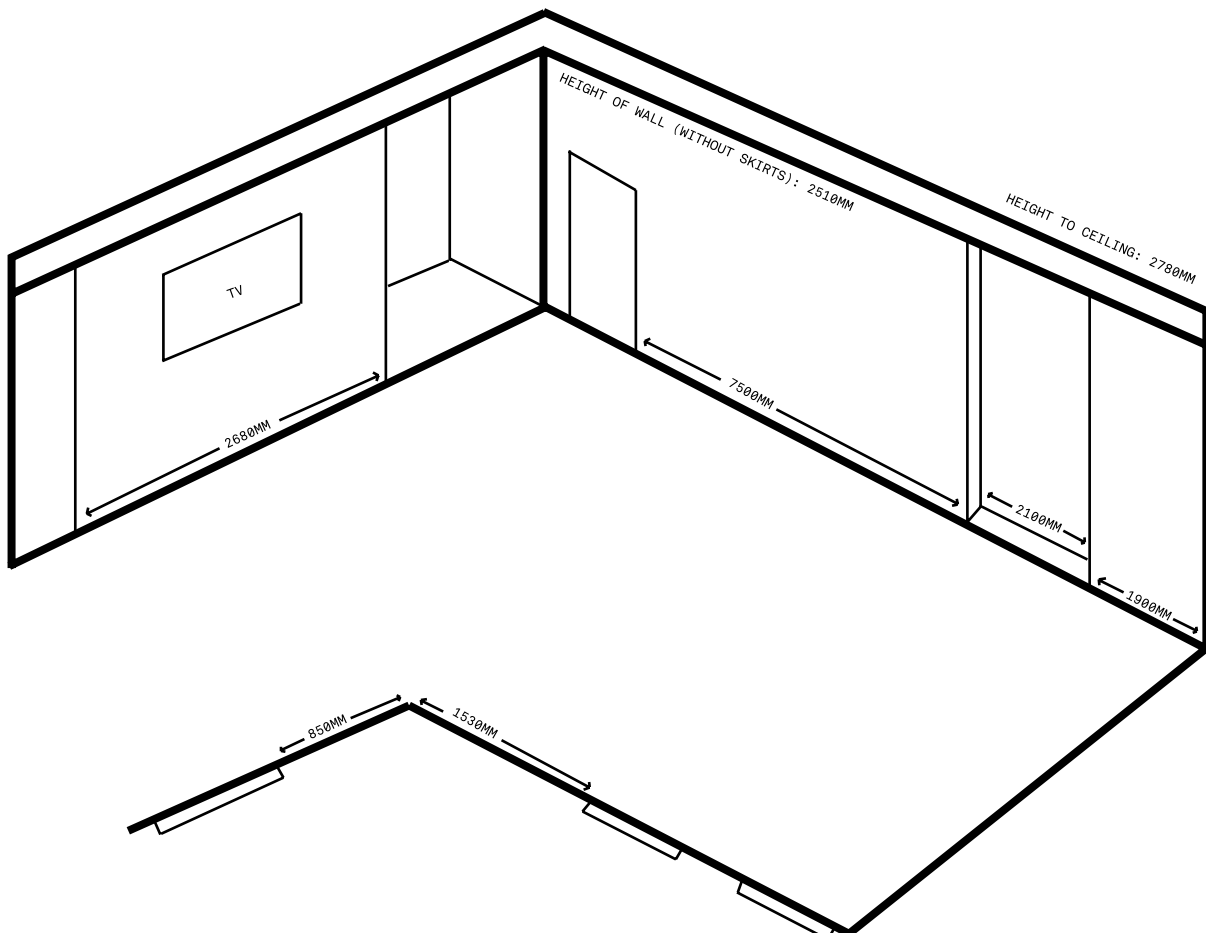
There are 2 x flatscreen monitors permanently installed in the Gallery 2 space.

The Gallery 2 floor has been recently upgraded to polished floorboards and black resin infill. Gallery 2 has access to plenty of natural light thanks to the windows along the staircase up to the foyer. There are no moveable or customisable lights in Gallery 2 at this time.

KEY CONTACT

Pheobe Thompson - Emerging Curator
P (03) 5224 2815
E phoebe@platformarts.org.au

PLATFORM GALLERY 2 FLOOR PLAN



BEFORE YOUR EXHIBITION:

GALLERY FEE AND BOND

There is no fee to exhibit at PLATFORM. Upon confirmation, and prior to installation, a \$100 returnable bond will be taken. This amount will be returned after the exhibition concludes, the space is returned to its original condition, the access keys and codes are returned and all PLATFORM equipment is in working order.

EXHIBITION CONTENT

PLATFORM takes every effort to ensure that all work is displayed in a manner that is fair and accessible to the public, enables access for all persons, and is sympathetic to the work's context.

If you believe your work may be deemed offensive or controversial, and/or is for mature audiences, and/or has potential to cause adverse health effects to people with epilepsy, please discuss with the Curator.

PUBLIC PROGRAMS

Please get in touch with the Curator to discuss Public Programs, Workshops, Performances or associated events. For assistance with Public Programs artists should also contact the **PLATFORM's** Executive Director, Ilana Russell.

INSTALLATION AND EQUIPMENT

Artists / Curators are to discuss the installation of work with the Curator, at least 2 weeks prior to the exhibition. This alerts **PLATFORM** to any potential OH&S issues and enables us to offer targeted technical support.

GALLERY AND LIFT ACCESS

Artists are required to arrange a time to come into the gallery in the week before the start of the exhibition to collect a key and alarm code.

It is also advised that artists meet with the Gallery Curator on one of these days to discuss the installation of their project. There is a lift and large goods lift that service the building that can be used for bump-in. There is also a laneway that can be used for unloading artworks for bump-in.

To access the building outside of these hours, you will need to use your key and alarm code:

Monday to Friday 9.00AM - 5.00PM
Saturday and Sunday Closed

OPENING AND CLOSING THE BUILDING:

Alarming the building:

- 1) Turn off all lights and make sure all external doors are closed and locked
- 2) Enter your security code
- 3) Press ON
- 4) Press 0 then ENTER

Deactivating the alarm:

- 1) Enter your security code
- 2) Press OFF
- 3) Press 0 and then ENTER

If you have any issues with the alarm, call the number on the alarm panel
P (03) 1300 853 777

The password is ANGEL

ARTWORK DELIVERY

Artist/s are welcome to park down the laneway at **PLATFORM** when unloading artworks into the gallery through the side courtyard doors.

Please ensure you have spoken with the Curator and organised an agreed upon time for your installation. This ensures that the laneway is free and that the gallery is ready for the work to be installed.

OH&S AND PERSONAL SAFETY

During **PLATFORM** opening hours exhibitors should ensure their own safety and are responsible for the security of their own personal belongings.

FIRST AID

There are comprehensive First Aid kits located around the venue. For those in the Gallery 1 there is one located in the Kitchen just behind. For those in the Gallery 2, the closest kit is in the Performance Space. If any items are used, please advise the Curator, so that they can be replaced.

OH&S

Exhibitions and projects held at **PLATFORM** must adhere to recognised OH&S standards. Utilising power, placing items on walls or the floor, heavy/unwieldy loads - all elements (and similar) must be dealt with in a safe and secure manner.

It is a requirement that a second adult be present when Exhibitors are working with power tools, lifting heavy objects, or working with heights. Appropriate protective clothing must be worn specific to the activities undertaken as part of your exhibition installation.

SUSTAINABILITY

PLATFORM has sustainability guidelines relating to waste, consumables and cleaning which all exhibitors are required to follow. We encourage all exhibitors to be mindful of their environmental footprint.

ACCESSIBILITY

PLATFORM can be accessed via the Gheringhap St entrance (ramp access). There is a lift inside the venue that allows access to the first floor.

PLATFORM is a fully accessible venue.

INCLUSIVITY

PLATFORM celebrates diversity and aims to provide a safe, respectful and inclusive space for creative practice.

Please use the following checklist to ensure your project adheres to **PLATFORM**'s OH&S standards:

OH&S SAFETY CHECKLIST:

POWER:

- All powered items have been tested and tagged (to prevent shorting/overheating)
- Any power cords are securely fixed to the surface they cross (to avoid tripping hazards)
- Any powered items are able to be switched off (turn off overnight is required)

WALLS:

- Items installed in concrete walls are properly affixed (using hammer drill and plug)
- Items installed in MDF walls are properly affixed (using drill and appropriate screws, nails, or other)

CEILINGS:

- Items installed in concrete ceilings are properly affixed (using hammer drill and plug)
- Items installed on the roof details of Gallery 1 must be secured appropriately (speak to the Curator before proceeding with this)

FLOORS:

- All hazards that run across floors (work, cables) are affixed, or properly sign-posted
- Any slipping hazards are properly sign-posted
- No drilling or painting on floors

VIDEO/PROJECTION:

- Mature content (produce a sign warning attendees of potentially offensive content)
- Bright/flickering/fast-moving images (produce a sign warning attendees of epilepsy hazard)

SOUND/AUDIO:

- Volume - High volume must first be approved by the Curator to accommodate other exhibitors and nearby tenants.

PROMOTIONAL MATERIAL

Please provide **PLATFORM** with information with information / content to ensure we can promote and market your exhibition.

Please fill out **PLATFORM**'s Exhibition Collateral Form (it will be emailed to you) and email back to the Curator by your designated due date.

PLATFORM assists every exhibitor by producing and distributing promotional material for each exhibition.

Exhibitors are able to update information and images 4-6 weeks prior to your exhibition by emailing the Curator. Please note that after this date you will not be able to make changes to promotional material including: exhibition title, descriptions and public program information.

WEBSITE + ENEWSLETTERS

Each exhibition is featured on a dedicated page on **PLATFORM**'s website.

Exhibition material (print and online) will be produced for the exhibition and its promotion.

PLATFORM will promote your exhibition through an electronic newsletter sent to our subscriber list.

PLATFORM may, at their discretion, advertise through other print and media streams.

SOCIAL MEDIA

PLATFORM creates a Facebook Event for each exhibition which we encourage artists to share through their peers, colleagues and networks. The Curator will share the link to the event page when it has been created.

Follow @platformartsgeelong on Instagram and Facebook and please tag **PLATFORM** when posting.

To update information and images for social media please email content to the Curator.

EXHIBITION TEXT

PLATFORM produces either **a)** artwork tags or **b)** a room sheet for the exhibition. Artist/s should specify with the Curator what they would prefer.

Exhibition text, including an artist bio (for each participating artist or curator) and artwork statement, will be directly uploaded onto our website and socials (where appropriate). This information is embedded in the Collateral Form, which will be supplied to the artist/s. Please ensure that the Curator has this information at least 4-6 weeks prior to the exhibition opening date.

If you choose to create and produce an exhibition catalogue or booklet, please ensure logos, acknowledgements and venue information are included, along with an acknowledgement of country. **PLATFORM** will send through the relevant logos.

A draft must be sent to the Curator for approval prior to publication.

LIST OF WORKS

Please supply a list of the works for the exhibition for artwork tags (or roomsheet) two weeks out from the exhibition.

Please include title, material/method, collaborators (if appropriate), and price. Ensure you are accounting for GST and the 20% **PLATFORM** commission fee.

SALES

PLATFORM takes 20% commission from all gallery sales. **PLATFORM** will take care of artwork sales throughout the duration of the exhibition and will inform the artist of total sales (less GST and 20% commission) at the conclusion of their exhibition period.

PLATFORM will contact artwork buyers for artwork collection, unless prior arrangements have been discussed and confirmed with the Curator.

CREATING YOUR OWN ADVERTISING MATERIAL

Exhibitors must include **PLATFORM**'s logo and our partner logos on any advertising material produced by you for your exhibition.

Exhibitors creating advertisements (print or digital) must contact the Curator for the most recent logo files and gallery information, and send a copy of the artwork for approval by **PLATFORM** prior to print/upload.

Please note: **PLATFORM** is always referred to in text as one word in uppercase.



DURING YOUR EXHIBITION

INVIGILATION

Artists are not required to invigilate the gallery during **PLATFORM'S** opening hours of 9.00AM - 5.00PM from Monday through Friday.

However, if Artists would like the gallery to be open to the public on a Saturday, they are required to invigilate for the Exhibition Period, from 10.00AM - 3.00PM. If for any reason an Artist wants the gallery open on a Saturday, but cannot invigilate on these dates, they must organise someone who can invigilate for them. Artists will receive an induction by the Curator as to how to unlock and lock the venue.

It is expected that Artist's would organise a Public Program event for one of these Saturday's. This is a great chance for participation and discourse from the community, peers, colleagues and guests who cannot make it to the Gallery during **PLATFORM'S** opening hours. Saturday's ensure that we stay connected and accessible to the community.

EXHIBITION DOCUMENTATION

PLATFORM employ professional freelancing photographers to document and record all of the gallery exhibitions. These images will be taken at the opening of the exhibition and include both install and social images. These will be shared with the Artist/s upon receiving them from the photographer.

The Artist/s must ensure that they credit both **PLATFORM** and the photographer when sharing, distributing or using these photographs. It is expected that the artist would also document the own show via their own means.

PLATFORM'S documentation will be used to promote the exhibition and **PLATFORM** in print and online via the gallery website, email invitations, social media or broadcast media. Images will be retained in the **PLATFORM** archive.

AFTER YOUR EXHIBITION

DE-INSTALLATION AND COLLECTION OF ARTWORKS

De-installation is the responsibility of the participating Artist/s and/or Curator.

Artists are free to de-install on the Monday following the conclusion of their show, from 9.00AM - 5.00PM. Please ensure this is done in a timely manner, as install for the next show begins on Tuesday. The Curator will be around to help with sold artworks, but the unsold artworks are the responsibility of the Artist/s. A Saturday or Sunday can also be arranged.

The Curator will complete the De-install checklist with the Artist/s before they leave, to ensure the gallery is left in good condition.

The gallery must be left in a clean condition, walls patched and painted in readiness for the next exhibitors. **PLATFORM** supplies a modest store of de-installation materials, including plaster filler, sand paper, paint and painting equipment.

Please allow time for wall putty to dry properly before painting over it (30 mins - 3 hours, depending on the size of the hole and the temperature of the gallery) and you must always sand it back.

Floors should be cleaned and everything from the storeroom returned to its proper location in readiness for the incoming artists.

Your bond will be returned after the exhibition concludes providing the access card and key are returned, the space is returned to its original condition and all **PLATFORM** equipment is in working order.

No artwork or materials can be stored at **PLATFORM** during or after the exhibition.

DE-INSTALL CHECKLIST:

- Walls patched and sanded (must be smooth)
- Patched or dirty walls will need to be repainted with the white paint provided by the gallery. Do not use anything other than the water-based flat white paint provided by the gallery. If you are re-painting large areas or walls, you will need to supply the paint at your own expense
- Putty and paint containers are closed properly
- Floor swept and mopped if required. **PLATFORM** floors cannot be painted. You cannot drill into the floor or damage it in any way.
- Rollers, brushes and trays must be thoroughly washed in the sink provided. Do not pour paint down the sink. Pour any excess paint back into paint tins. Return these items to the storeroom
- Everything from the storeroom has been returned to its proper location
- All rubbish and equipment brought into **PLATFORM** has been removed. **PLATFORM** does not have adequate storage or rubbish disposal facilities to manage extra waste.

SURVEY

After your exhibition you will be requested to fill out a short survey about your experience exhibiting at **PLATFORM**. We would also appreciate if you could provide us with a personal testimonial, which may be used in our annual report and future grant applications (where applicable).



PLATFORM

60 Little Malop Street, Geelong, Wadawurrung Country 3220
(03) 5224 2815 / www.platformarts.org.au / @platformartsgeelong

MONDAY - FRIDAY 9.00AM - 5.00PM

