

## information for exhibitors

TCB Art Inc are very pleased to announce that we have been awarded the Arts Victorian grant for Arts organisations. Applications are now open for the period of March 2016 – March 2017. The funding has given us the opportunity to offer exhibiting artists a rent-free space and an artist fee during this period. Individual, group or curated exhibitions will receive \$400 for the larger front space and \$250 for the backspace.

Exhibition costs include:

- Rent and electricity of exhibition space
- Listing in the Art Almanac
- Materials to restore the gallery at the conclusion of the exhibition
- TCB basic format invitations
- Administration costs

### Opening

The exhibition opening is 6–8pm, the first Wednesday night of the exhibition. The gallery is open Wednesday to Saturday, 12-6 pm. Please note that the gallery will be open the Wednesday before the opening. The gallery is not open on public holidays.

### Sitting the Gallery

As TCB no longer shares the gallery space with Uplands Gallery, exhibitors will be required to sit their show. The hours will be divided up between the two exhibitors and will be allocated prior to the commencement of each exhibition. Please let us know as soon as possible if you are unable to sit your show.

### Email out and invitations

A TCB email out is done prior to each exhibition. Exhibitors are encouraged to provide a short written description and/or images to be included in the email out. TCB also produces invitations for each exhibition for artist distribution. The invitations are a basic format (DL photocopies on coloured card), and have a blank space in which the artist can do as they wish. TCB encourages artists to redesign the TCB and lighting bolt logo. If the exhibitor wishes, they can produce a more elaborate invite at their cost, however TCB request that you also produce a TCB format invite for reasons of continuity. Completed artwork for invitations is required about one month before exhibition opens. Invite images can be given as digital files, either via email or CD. A copy of the invite may also be included in the email out.

### Maintenance

Basic materials for gallery restoration are supplied (paint, filler etc). The onus is on the exhibitor to restore the gallery to the state in which it was found before installation, at the completion of the exhibition. Any extra expenses are to be covered by the exhibitor.

### Installation

As TCB is now divided into two spaces all care must be taken to ensure that the rights of exhibitors of both spaces are considered. Installation is to be carried out on the Monday, Tuesday and Wednesday (until midday) prior to the exhibition opening.

Dismantling of the exhibition can be carried out on the Saturday the exhibition closes (after 6pm) and must be completed by Sunday evening.

Please don't hesitate to call if there are any questions, thank you.