

## Hong Thai Artspace New Talents Program

### EXHIBITION PROPOSAL

#### EXHIBITION TERMS AND CONDITIONS

If you wish to participate in the Hong Thai Artspace New Talents Program, please submit the following : (tick box when completed)

- 1. Exhibition Proposal Form
- 2. Exhibition rationale and description (One A4 page or less)
- 3. Artist's CV or information about the organisation proposing the exhibition
- 4. Minimum of 5 Images of your artwork with full description of images.

**DO NOT SUBMIT ARTWORKS WITH YOUR APPLICATION.**

- 5. Hong Thai Artspace is committed to sharing and promoting exhibitions hosted within our gallery. This may include online, social media, video and print media. We also encourage visitors to take pictures during their visit to the gallery and share images through social media site and online, to promote the gallery and exhibiting artists. Applicants acknowledge that if successful in securing an exhibition at Hong Thai Artspace their artwork may feature in marketing lead by the gallery and images captured by visitors to the gallery.

Please note:

- In any events Hong Thai Artspace is not responsible for copyright infringement in the event of photos or representation of the space being used for commercial and non-commercial purpose.
- Your exhibition booking is not confirmed until you have submitted this proposal, your proposal been assessed and you have signed the exhibition agreement with our sponsor Mega Dream PR Production Ltd incorporating these terms.

THE ARTIST IS RESPONSIBLE FOR:

- Payment of the gallery hire/exhibition fee. An invoice will be sent and payment is to be made up to one months before the installation of your exhibition and needs to be paid within 14 days.
- Artworks will be installed by the artists with assistance from the Hong Thai Artspace installation team. Artworks are to be installed at spaces designated by Hong Thai Artspace with gallery display board ,wall railing hooks and and plinths provided by Hong Thai Artspace. Hong Thai Artspace do not responsible for any damage incurred during the installation or dismantle of the artworks.
- Delivery of artworks to and from Hong Thai Artspace is the responsibility or the artist.
- Artwork is to be delivered to Hong Thai Artspace not more than 1 day before opening of

#### Exhibition.

- The artist must collect or arrange transport of artwork the next day after exhibition closing. If works are not collected without prior arrangement, Hong Thai Artspace will organise return freight to the artist at the artist's expense.
- Insurance for works in transit and at the Exhibition space is the responsibility of the artist.
- Artists are responsible for providing artworks that are in good condition and undamaged. Hong Thai Artspace reserves the right not to display works on poor quality or damaged materials.
- Artists are responsible for providing a hanging solution for unframed works on paper or other medium.
- 3D works. Artists are responsible for ensuring 3D works are stable and without sharp edges which could cause injury the public. Hong Thai Artspace reserves the right not to display unsafe or unstable works.
- A list of artworks, including title, medium , insurance value. Hong Thai Artspace reserved the right to accept or decline displays at its sole discretion.
- All artworks must be clearly labelled on the back with the artist's name, the title and medium used.

#### HONG THAI ARTSPACE WILL:

- Assess your application and advise the result by email.
- Assist in Install the exhibition – Hong Thai Artspace will provide display board and plinths, artists are welcome to install the artworks by themselves.
- Provide on-site insurance for third party liability. Artists should arrange their own insurance for the value of their works.
- Hong Thai Artspace reserved the right to accept or decline displays

#### Opening Hours

Monday – Friday 9AM -7PM

Saturday – Sunday 11AM-5PM

(Artist shall provide own receptionists in weekend or public holiday)

## EXHIBITION PROPOSAL FORM

EXHIBITOR DETAILS	
Name of Exhibitor/s:	
Address:	
Telephone:	
Email:	
Contact person(of Group/Organisation):	

EXHIBITION DETAILS	
Exhibition title:	
Exhibition overview:	Please attach full exhibition project rationale and description to your application. This could include the inspiration, subject, aims and target audience. (One A4 page or less)
Images:	Please attach up to 5 images to be used for marketing purposes. Clearly name the files with your name and the title of the artwork.
Medium:	What mediums will you be working in?
Will you be creating 3D Works	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be creating unframed works on paper?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be creating multimedia works that require screens or projectors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be including large works (over 1.5m) or works that requires specialized installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many pieces of artwork do you plan to exhibit and their dimemnsions.	

**EXHIBITION DATES**

The duration of exhibitions is 2 to 5 days. Preferred exhibition dates cannot be guaranteed. Please indicate month and year.

First preference:

Second preference:

**ATTACHMENTS TO BE INCLUDED WITH THIS APPLICATION (tick when you have included)**

Please attach exhibition project rationale and description. (One A4 page or less)

Attach Artist's CV or information about the organisation

Attach images of artwork examples, with full description. (Return upon request by post)

\* PLEASE DO NOT SEND ARTWORK WITH THIS APPLICATION

**ACCEPTANCE OF CONDITIONS**

I/we have read the guidelines for Exhibitors and accept the conditions of exhibiting at Hong Thai Artworks.

 Yes  
 No

Exhibitor Name:

Signature:

Date:

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of assessing the exhibition proposal. Your personal information will be accessed by persons who have been authorized to do so. Your personal information is handled in accordance with the information Privacy.