



Artist Registration Information

Step one:

Complete all fields of the registration form which includes, contact details, artwork genre, and exhibition proposal.

Step two:

Email the completed form to Tania Blackwell at tblackwell@hobsonsabay.vic.gov.au with a minimum of three low resolution images that best describe the work you are proposing to exhibit. The images do not have to be of professional quality, they are required for administration purposes.

Alternatively, post to:

Arts & Culture
Hobsons Bay City Council
PO Box 21
Altona, 3018

Please submit a CD of a minimum of three low resolution images with your registration form.

Deadline for step one and two, 5pm Friday, 14th November 2008

Step three:

Based on the artworks proposed and the businesses that have registered as venues for Art in Public Places, you will be allocated the most suitable space. Artists will be notified by post or email by **Monday, 24th November** as to which venue has been allocated. At the time of allocation you will be required to assess the venues suitability and accept or decline the offer.

Artists Acceptance of Venue

- Notify Tania Blackwell in writing or via email
- Submission of image and artists statement for booklet
- Registration fee of \$80 inclusive of GST

What happens when I accept my allocated venue?

1. You will need to visit your allocated venue, introduce yourself, and assess the hanging systems and size of walls for your exhibition. Please be sure that you are able to fill the allocated venue to your best ability, which may involve being flexible and adjusting your original proposal to fit effectively. Please be aware of the operations of the business and refrain from visiting in their peak times ie cafes at lunch time. If you feel that the space allocated to you is not suitable, please discuss with Tania Blackwell. Refrain from expressing a negative opinion to the business owner.

2. Hobsons Bay City Council requires payment of the \$80 registration fee in the form of a cheque or money order by **Friday, 12th December**. If you decide to withdraw from the project please contact Tania Blackwell ASAP. This fee is non-refundable, once you have accepted your venue. Cheques are to be made out to Hobsons Bay City Council, and posted to Tania Blackwell, Hobsons Bay City Council, PO Box 21, Altona 3018.
3. A quantity of booklets will be distributed to you prior to the exhibition dates; the remainder will be distributed throughout Hobsons Bay. The program will also be available at www.artinpublicplaces.com.au.
4. It is your responsibility to liaise with the business owner and ensure all artworks are complete by the installation deadline. If you run into any problems please contact Tania Blackwell immediately.
5. An information session will be scheduled mid February 2009, all exhibiting artists are encouraged to attend for clarity of process and information.
6. As a registered artist you will be kept up to date with any other aspects that affect the project, including the launch etc.

What is required for the booklet and all other publicity?

- You will be required to submit a good quality image that is 50mm x 50mm. The image will need to have a minimum resolution of 250dpi and be supplied in either a Tiff or Jpeg format. The image should not exceed 1MB. This can be emailed or submitted on a CD.
- You will be required to submit a brief, concise artists statement of 100 words or less. This will need to be emailed with the quality image. The statement needs to relate directly to the artwork being exhibited.

Deadline for step three, 5pm Friday, 12th December 2008

What happens if I don't think my allocated venue is suitable?

- If you choose to decline the offer no registration fee is required and an attempt will be made to find an alternative venue. If an alternative venue cannot be secured you will not be included in the project.

