

## GENERAL INFORMATION

2018 represents the 50<sup>th</sup> Anniversary of the forming of our group, Newcastle Studio Potters Incorporated. We own and operate a gallery space and a gallery shop as well as a workspace, all within our premises at Cooks Hill.

In 2018 we have planned to give four spaces to contemporary clay artists to hold “pop up” exhibitions of three-day duration. As part of this initiative, we ask that the artist connect with our members and our community by way of -

\*an artist talk about the ceramic practice on display or

\*a demonstration of an aspect of the artist’s work or

\*a workshop, with any fee belonging to the artist

Our workspace within the building is offered for the demonstration or workshop and one of our members will sit the exhibition for the 2-3 hours on the Saturday.

We take no commission from exhibition sales.

The artist is expected to provide quality ceramic display in the exhibition space

A media statement and 50 exhibition invitations

A 2-3 hour talk/demonstration/workshop at a reasonable charge for members (and general public) to learn about the ceramic practice on exhibition

Friday night opening – options for food and drink

We will provide comprehensive publicity

Assistance with set-up and pull-down

Gallery sitting during the talk/demonstration/workshop

There is accommodation close by that may be booked for the Friday and Saturday nights.

Gallery officers: Denise Spalding 0458285201 [dspalding46@gmail.com](mailto:dspalding46@gmail.com)

Elizabeth Epstein

Publicity: Sharon Taylor [sharon.taylor@uon.edu.au](mailto:sharon.taylor@uon.edu.au)

**Newcastle Studio Potters Inc is celebrating our 50<sup>th</sup> Anniversary in 2018**

Newcastle Studio Potters Inc  
57 Bull Street, Cooks Hill 2300  
Phone 49293677



**2018 Submission Form for a Pop Up Exhibition of 3 Days Within the  
Back to Back Galleries Exhibition Space**

**A Applicant – a clay worker**

Name

Address

Tel numbers: (h) (m)

e-mail:

**B Additional artist -a clay worker**

Name

Address

Tel numbers (h) (m)

e-mail

**C Exhibition title/theme**

\*

**D Brief description of work that will constitute the exhibition. Please note that this is a clay based gallery.** Plinths are provided for the display of clay pieces. **NOTE: NO SCREWS, NAILS OR PINS ARE TO BE ATTACHED DIRECTLY INTO THE EXHIBITION SPACE WALLS.** Please only use the hanging system that is supplied.

**E Please include short artist statement and images of each artists' work.**

**F Preferred exhibition times.**

March 2, 3 and 4

May 11, 12 and 13

Oct 5, 6 and 7

Nov 23, 24 and 25

First Choice:

Second Choice:

Third Choice:

**G Additional information that you would like to provide.**

**Your complete submission must include the following materials:**

- ◇ **Completed submission form.**
- ◇ **Images of at least two works for each artist in the exhibition.**
- ◇ **A short resume for each artist in the exhibition.**

**Fees**

- Gallery fees are \$200 (+\$200 returnable bond) for three days
- Artists are responsible for all exhibition expenses and gallery staffing (unless other arrangements are made with the Gallery Officers)

**Timeline:** The Gallery Sub-Committee will review submissions in early August with the goal of contacting exhibitors with decisions by the end of August 2017.

**Submissions should be delivered by 30<sup>th</sup> July 2017 to:**

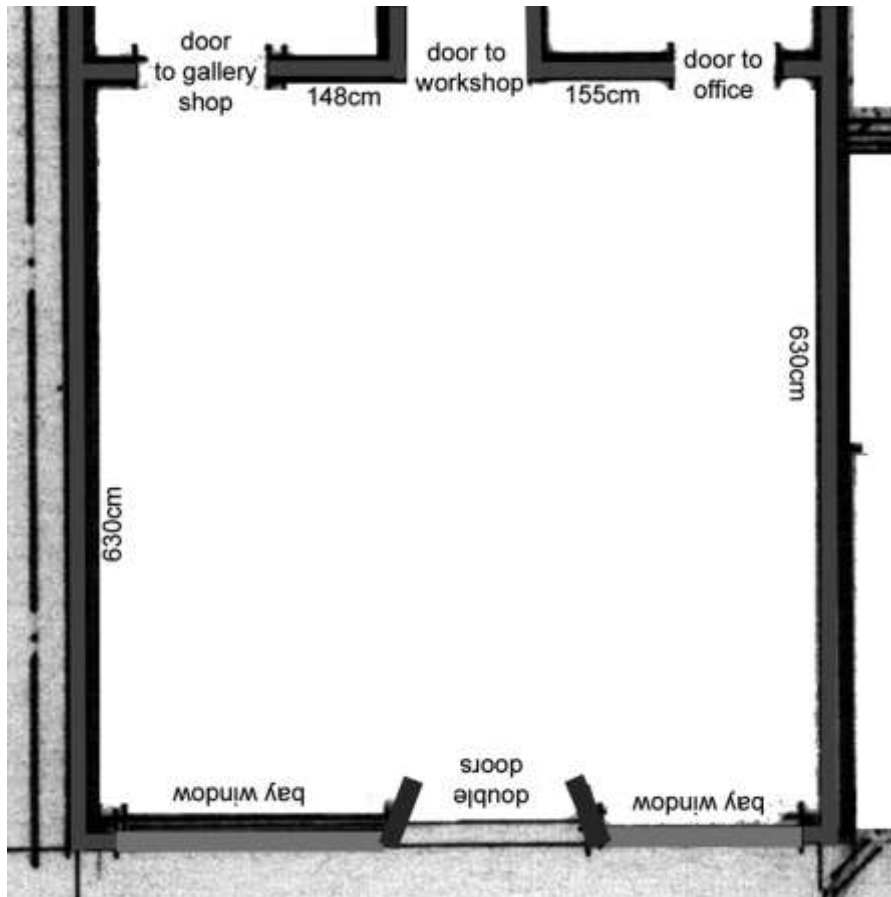
**Gallery Officers  
Newcastle Studio Potters Inc  
57 Bull Street  
Cook's Hill NSW 2300**

**Or sent electronically to [b2bgalleries@gmail.com](mailto:b2bgalleries@gmail.com)**

### Overview of Exhibition Checklist

- |                                        |                                                                |
|----------------------------------------|----------------------------------------------------------------|
| ○ 3 months before opening              | Meeting to sign contract and pay \$100 deposit.                |
| ○ 4 to 6 weeks before opening opening. | Arrange printing of invitations and guest speaker for opening. |
| ○ 2 weeks before opening websites.     | Media releases distributed and postings put on websites.       |
| ○ 1 week before opening                | Arrange for keys. Electronic invitations distributed.          |
| ○ Tuesday before opening               | Collect keys and make rest of rent payment.                    |
| ○ Tuesday – Thursday                   | Set up the exhibition, prepare for reception.                  |
| ○ During the exhibition                | The gallery is open 11am-5 pm, Fri, Sat, Sun.                  |

### Gallery Floor Plan



### Gallery Logos

The following logos should be used on your promotional material. Resize them to fit your needs.

