



Information for Proposals to Hold Exhibitions on Cockatoo Island

Background

The Sydney Harbour Federation Trust is rehabilitating and conserving Cockatoo Island as an historic Sydney landmark showcasing its convict and maritime heritage and forging new uses such as cultural events, camping, maritime activity, visitor activities and leasing.

The Trust's public programs are attracting the general public to Cockatoo Island. The programs range from partnerships with major cultural institutions to privately funded events and exhibitions. See www.cockatooisland.gov.au/events/past.html for further information.

Exhibition Proposal Information

Exhibition proposals must be made in accordance with information contained in this document. Consideration of proposals is entirely at the discretion of the Sydney Harbour Federation Trust and there is no guarantee or expectation that exhibition proposals will be incorporated into the Trust's exhibition and event program on Cockatoo Island. Proposals should be received at least six months and preferably more than twelve months before the preferred exhibition period. Applicants should be aware that the Trust requires up to 8 weeks to consider proposals.

Generally, exhibition proposals will be considered on the basis of their compatibility with the Trust's stated outcomes and public program for Cockatoo Island, the availability of identified spaces and the impact of the exhibition on the heritage features of buildings and facilities. No exhibition will be considered that is deemed to have an adverse impact on the heritage features of the island. No alterations or attachments to buildings will be considered.

Cockatoo Island is not a traditional gallery environment. It does not have spaces or buildings that are climate or light controlled. Some spaces can be prone to flooding in wet weather. Exhibition proposals are considered on the basis that these conditions are accepted. The Trust is not responsible for any damage to art works from exhibiting under these conditions. If an exhibition proposal is approved, the Trust will issue a Licence Agreement as a binding contract for the duration of the exhibition. The licence will include a requirement for the licensee to provide an appropriate security deposit. The Trust may also offer successful applicants in-kind support which may include: the preparation of letter/s of support for fundraising and sponsorship purposes; preparation of signage to assist the public in finding the exhibition location as required; and the

opportunity to use Trust-owned exhibition flats (3 x 1.2 metres one side only - up to 135 metres in length).

The Trust will allow the sale of artwork or other material in approved exhibitions but it is not a requirement of exhibiting on Cockatoo Island. Note that Australian taxation legislation requires that a 10 per cent goods and services tax (GST) is applied to artwork sales. The Trust may take a commission of up to 40 per cent of the sale price before GST. The exhibition manager is responsible for all sales of artworks exhibited. The terms of the sales arrangement will be negotiated on a case by case basis and will be outlined in a formal Licence Agreement.

Exhibition selection criteria

Exhibition proposals should address the following selection criteria.

- Quality of the ideas that underpin the proposal
- Artistic merit of the work proposed, both conceptually and technically
- Experience and capability to implement the proposal
- How will the proposed exhibition attract the public and engage new audiences?
- How is the proposal compatible with the broad outcomes of the Trust's plan for Cockatoo Island?
- How is the proposal compatible with the public programs at Cockatoo island including events?
- Proponents have the resources to develop and implement the proposal or are able to secure the resources for consideration on a "subject to funding" basis
- Proponents demonstrate exhibition management expertise – budget, exhibition preparation, bump-in and bump-out, exhibition signage and catalogue, other installation requirements and staffing
- Proposal provides a transport plan to freight the works to and from the island by barge
- Public Liability Insurance
- Proposal deals with Occupational Health, Safety & Risk (OHS&R) issues related to all aspects of the exhibition including preparation of a risk assessment covering: bump in and bump out; procedures for manual handling of exhibits; crate size and weight; personnel required; machinery and equipment usage etc
- Acceptance that use of the Trust's exhibition flats involves their transport from and to storage, installation and painting

Application Form

Exhibition proposals should be submitted in the following format.

Written Proposal

Exhibition proposals must include:

- An application cover sheet (one page, attached to the front of your application). This should provide a short description of the proposed exhibition, giving suggested dates as well as providing names and full contact details for the proposal.
- A clear and concise exhibition proposal of no more than two pages (referring to Cockatoo Island's exhibition selection criteria to help you) and addressing the following:
 - What form and design is envisioned for the exhibition presentation?
 - What audience information/interpretive material would accompany the exhibition? Do you wish to offer your artwork for sale?
 - Number of works, media and techniques used, number of artists
 - Which space or building on the island you would prefer and why
 - Floor space, plinths, ceiling suspension and technical requirements if required
 - Estimated size of exhibition layout in square metres
 - Use of the Trust-owned exhibition flats (3 x 1.2 metres one side only - up to 135 metres in length)
 - Is the exhibition self curated? Who will curate the exhibition?
 - What strategies will be used to promote the exhibition?
 - Details of any financial support for the proposal including funding bodies and sponsors
 - Up to date CV summary of no more than one page
 - An image caption listing of support images detailing work's title, size, date, materials, techniques and photographic credits.

Images

Proposals should provide up to 10 high quality tiff / jpeg images for solo and 20 high quality tiff / jpeg images on disk for group exhibition proposals. The images should be mostly current work, with a couple showing past work. If possible, images should include examples of the kinds of work proposed for the exhibition or work that is indicative of the work to be made for the show.

Ensure that images or disks are clearly numbered and labelled with the artists name, the work's title, size, date, the materials, techniques used and photographer. Copies only – do not send originals of images on disk, the Trust cannot take responsibility for any loss or damage.

Proposal acceptance

All proposals are considered by the Trust's Events approval Committee. Approval cannot be assumed until the Committee has considered the project and a signed licence has been issued. The approval and licence may contain conditions to be met prior to final approval being confirmed.

Submission

Exhibition proposals should be sent to:

Tania Quax
Events Manager
Sydney Harbour Federation Trust
PO Box 607
MOSMAN NSW 2088

For further information, contact Tania Quax on (02) 8969 2174 or tania.quax@harbourtrust.gov.au