

EXHIBITION

PROPOSAL PACK



Interested in exhibiting in Millennium Court's Gallery?

As a means of providing more information on how we programme our gallery spaces, please find attached a copy of our Exhibitions Policy, along with a proposal form. So should you be an artist or know an artist or group who might want to know more about how to exhibit their work professionally, irrespective of what level of experience you or they may have, please read the policy and complete our very simple exhibition proposal form.

Proposals will only be accepted by email to:

info@millenniumcourt.co.uk please include
Exhibition Proposal (Your Name/Group Name)
in the subject line.

Millennium Court has limited financial resources and is unable to fund travel costs, installation/de-installation, insurance on individual works etc. In-house staff are able to assist with installations and the organisation can cover a limited marketing scheme. Applicants should know prior to application how they will cover any additional costs.

Millennium Court schedules exhibitions throughout the year but generally closes the gallery during January and July. Most shows run for 4-6 weeks with a week for installation and de-installation. We will do our best to accommodate requested exhibition dates but they may not always be possible. Due to limited space at Millennium Court, we are unable to store work for extended periods of time. Please drop off and collect work when instructed to do so by staff.

In order to maintain a varied programme we may not be able to accommodate your proposal, works previously exhibited in the gallery will not be accepted for display.

Submissions will be assessed 4 times per year, please submit your proposal by 12noon on 31st January, 30th April, 31st July, or 31st October, we aim to let you know with 12 weeks if your proposal is successful.

Exhibition Proposal Form

Name:	Date received (office only):
Art Group / Organisation (if applicable):	
Address:	
Telephone No:	
E-mail:	
Website (if applicable):	
Proposed Title of Exhibition:	
Brief description of You / Your Art Group: (Max 500 words)	

Exhibition Proposal Form

Brief of your Exhibition Proposal and its focus: (Max 500 words)

We look to exhibitors to put forward ideas on workshops / educational activities / artist talks associated with their exhibition – please provide any ideas you have on this?

Are there any special requirements involved in the displaying your work, i.e. access to electrical sockets, specific forms of display, use of multimedia etc?

Exhibition Proposal Form

<p>Is the exhibition a touring show? If yes, please detail other venues and confirm details of the tour e.g. dates</p>	
<p>Intended Audience Is this exhibition designed with a specific demographic in mind? If so, what is that audience?</p>	
<p>Marketing Do you have any existing marketing platforms or materials that will be used in marketing this exhibition e.g. social media / editorial agreements?</p>	
<p>Existing Partnerships Are you working in partnership with any other organisations / galleries / funders / artist groups for this exhibition?</p>	
<p>Exhibition Funding Do you have funding in place to cover this exhibition? If so, please detail.</p>	
<p>Commercial Income Will work be for sale as part of the exhibition? If so, please indicated an idea of the price range (please note Millennium Court charges a standard commission rate of 20%).</p>	
<p>Retail Do you have any associated merchandise to sell alongside the exhibition, e.g. prints, books, cards, catalogues? If so, please provide details.</p>	

Note: Please provide up to 10 good quality photographs of your work (in JPEG format and maximum of 300 dpi. Please do not send images via email that are over 1mb each).

DATA PROTECTION ACT 1998 *(Please read this section very carefully)*

The responses you have given in this form are classified as personal data. We are required by the Data Protection Act 1998 to obtain the explicit consent of people named in this form before processing, maintaining and passing on information to other parties.

Millennium Court/Portadown 2000 will hold the data held in the questionnaire in both paper and electronic formats. The data in this questionnaire will be passed on to members of the public who request from us information about your work/service. Information may also be passed onto the organisations that work in partnership with or receive funding from. In order for us to publicise your work/service as detailed above, we require you to give us permission.

Please tick this box to enable us to do so

Exhibitions Policy

This policy is intended to give guidance concerning the programming of temporary exhibitions within all of Millennium Court managed by Portadown 2000. This is to ensure that prospective exhibitors are aware of Millennium Court's need to promote and encourage arts education, audience development, social inclusion, life long learning and presentations which are complimentary to the company ethos.

Millennium Court aims to provide a diverse programme of exhibitions and events that will appeal to a wide cross section of the community, attracting new and existing audiences. The exhibitions programme will include, wherever possible, exhibitions that encompass the following:

- A community based / locally inspired home grown arts exhibition
- An exhibition exploring local heritage and the social history of Portadown, Co Armagh and the Northern Ireland and island of Ireland.
- An exhibition exploring health as a theme
- A contemporary arts exhibition by local artists
- An exhibition of young and emerging artists by local artists
- A family-centred exhibition
- An exhibition of traditional and / or contemporary crafts by local makers
- A collaborative exhibition designed and created with partner agencies either within the Co Armagh area
- An exhibition to support local initiatives or festivals.

We aim to:

- Improve access to the arts and encourage partnerships between other departments, individuals, groups and organisations
- Provide exhibitions and activities of a high standard that seek to inspire and educate
- Host approximately 6 exhibitions per year Support artists and groups working within the local area and to treat all proposals fairly. Priority will be given to artists and groups connected with Portadown and Armagh Banbridge and Craigavon Borough Council area.
- Ensure that all exhibitions are accessible to all, in terms of physical and intellectual access

Objectives

We seek to:

- Demonstrate the validity of art as a significant contributor to education and as a social voice, through an informed and dynamic exhibitions programme
- Support young and emerging artists
- Reflect cultural diversity and promote arts education for all
- Explore local heritage and social history; involving local communities at all available opportunities
- Develop the arts and awareness of the arts within the borough
- Where applicable, to support and work in partnerships with other organisations and groups in hosting and programming exhibitions
- Positively encourage the submission of exhibition proposals
- Use exhibitions as a springboard to develop other arts activities
- Continue to form links and partnerships where possible within the community to guide arts development

As a guide to prospective applicants, we plan our exhibitions as a two-year programme and will always have, as a minimum, booked in at least 6 months in advance, so please do bear this in mind when submitting proposals. We will therefore take exhibition proposals at any point in the year and hope to let prospective exhibitors know within 3 months whether their proposal has been successful or not.

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millennium
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