

ATHLONE CIVIC CENTRE - ATRIUM EXHIBITIONS APPLICATION FORM

FACT SHEET – ATHLONE CIVIC CENTRE - ATRIUM EXHIBITIONS

Must be completed and returned to: Athlone Arts & Tourism, Civic Centre, Church Street, Athlone

(1) Name of artist group/collective:
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(2) Contact Postal Address
.....
.....

(3) Contact Email Address
.....

(4) Contact number of artist group/collective:
.....

Tick box to allow staff to share your details with members of the public interested in purchasing your work

Type of exhibition (i.e. medium) and title of exhibition:
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.....

How many pieces of work approx., (attach photos) and indication of size:
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Preferred exhibition slot:
.....

Name & contact number of person who will be hanging the show:

Name:
.....

Email:
.....

Contact telephone no:
.....

The following Terms and Conditions apply in regard to all Atrium Exhibitions at Athlone Civic Centre

1. Works should be **no larger** than 1m wide x 2.4 m high in size.
2. **Labeling house style:** Each artwork must be individually labeled with the name and details of the artist (a template of the Atrium House style will be provided).
3. A one-page description of the show, the artist group/collective and any relevant info such as theme, reasons behind show etc. to be provided by the artist group/collective at least one week in advance of the exhibition opening. This ensures that Athlone Library/Municipal staff can answer queries by members of the public.
4. Artworks cannot be sold while on display in Athlone Civic Centre, but – with your permission Athlone Library/Municipal/Arts Office/AA&T staff can pass on your group's details to anyone interested in purchasing your work.
5. **Hanging methods** onto the panels provided must be in accordance with the guidelines provided. The artist group/collective is responsible for hanging the artworks.
6. **Opening:** The exhibitors are responsible for issuing invites to the show opening. The opening date and time must be agreed in advance with Athlone Arts and Tourism (*in conjunction with the building opening hours*). The atrium must be cleared and tidied at least 15 mins before close of building.
7. **Opening drinks reception:** this is at your discretion, a table can be provided. You will need drinks, glasses, bins and someone to dispense drinks and tidy up afterwards.
8. **Press:** To generate interest in your show, it is advisable that you prepare and disseminate a press release and make contact with local media. It is also advised that you make arrangements for someone to open/launch the show for you (*who can speak about the work/context*) or we can make arrangements for a Council Official to do so. This is at your discretion.
9. **Photography:** It is advisable that you arrange for someone to take photos at your launch for use for promotional purposes. The artworks, the artist, guests and invited speakers may all be included in photography/publicity around the exhibition.

10. Insurance: Insurance of the artworks and any associated materials is the sole responsibility of you, the artists/exhibitors. The space is not invigilated, and there will not be a staff member assigned to monitor the work.

11. Printed materials/promotion pieces: Please send any promotional materials (posters, e-vites etc) to Athlone Arts and Tourism prior to distribution.

12. The Civic Centre is used by families and people of all ages. As such, exhibitors should be mindful of passing audience. The Civic Centre reserves the right to ask groups to remove material which is not appropriate.

13. In the event of your application being successful, your details may be shared with partners in the Civic offices (AMD/Athlone Library/ Westmeath Arts Office for the purposes of notification and security).

I have read and agree to the above Terms and Conditions:

Name:

Date: