

## **LHQ Gallery – Application to Exhibit**

Cork County Library and Arts Service invites applications to exhibit at the LHQ Gallery. The gallery is located at the County Library Headquarters building next to County hall. Our aim is to provide an accessible exhibition facility that is available to emerging and established artists, community arts groups and others.

We envisage that our exhibition programme will consist of approximately ten exhibitions annually. Application can be made at any time and will be evaluated on a quarterly basis. Exhibition periods are approximately four weeks durations and are agreed with the exhibitor in advance.

### **Facilities**

- The dimensions of the exhibition space are (w) 5.90m X (l) 10.83m (h) 3m
- A purlin picture hanging system is installed
- The space is lit by a mixture of high level windows, daylight balanced ceiling lights and dimmable tungsten spotlights. All windows have black-out blinds
- Power sockets are located at points along the wall and in floor boxes
- A fixed, ceiling-mounted projector can be used for video projections
- There is a medium sized foyer space adjacent to the exhibition area which may be available for opening receptions, where feasible

### **Rental/Commission**

- There is no rental charge
- We do not charge a commission on work sold from an exhibition. Any arrangement for purchase of work will be strictly between the artist and the prospective buyer

### **Insurance and security**

- Exhibitors must provide a list of the work to be shown in advance of the exhibition noting the individual value of each work
- CCLAS will aim to ensure the security of the artist's work for the duration of the exhibition
- CCLAS does not provide invigilation for exhibitions. If considered necessary, this must be provided at the artist's expense

### **Openings/Launch Events**

- Opening/Launch events must be agreed with Library management in advance and cannot disrupt Library activity
- Except where otherwise agreed the exhibitor will be responsible for organising the opening event

### **Publicity and Promotion**

- Publicity for the exhibition will be carried out as part of the Council's Library and Arts promotion
- Exhibitors are responsible for additional press and digital media publicity for the exhibition
- Contact with reviewers is the responsibility of the exhibitor
- Acknowledgement of the support of CCLAS must be made in all press material and associated publicity relating to the exhibition

## **Guidelines and information on applying for an exhibition at the LHQ**

### **How to apply**

To make an application you should supply the following:

- Exhibition proposal: A short description of the proposed exhibition giving some background information about the work, the number of pieces and approximate size. In particular, you should note any special requirements you might be considering, such as additional audio visual units, black out etc
- Not more than five good quality images of your work (where applicable), in photographic or digital format, giving title, medium, scale and dimensions of the work
- An up to date CV (optional)

### **When to apply for an exhibition**

Cork County Library and Arts Service accept exhibition applications on an ongoing basis. Decisions will be made on a quarterly basis

### **Please note:**

- Do not submit any original artwork
- If you wish to have submission materials returned, please include a stamped, addressed envelope
- CCLAS will consider all applications
- The decision by CCLAS to award an exhibition is final and no correspondence will be entered into, in respect of the decision
- The exhibition space is a Cork County Library facility and may be used for other purposes, such as official launches, readings, lectures and workshops while an exhibition is in situ. In such instances the artist will be advised of any planned events.

Applications to:

The County Librarian, Cork County Library and Arts Service, County Library HQ, Carrigrohane Road, Cork.

Email: [corkcountylibrary@corkcoco.ie](mailto:corkcountylibrary@corkcoco.ie) Phone: (+00353) – 021-4546499