Offaly County Council, in the design of Áras an Chontae, developed the Atrium to become a focal point of community and cultural information and exhibitions accessible by the public. In order to maximize its usage and maintain the integrity of the Atrium and of its usage, it is agreed that the following procedure shall apply.

**Exhibitors Considered:-**

**The following will be considered for exhibiting in the Atrium:-**

All exhibitions considered need to be of a high standard of presentation, appropriate to the designed space and not interfere with Offaly County Council activities.

* Public consultation exhibitions in the area of local authority activities
* National/Regional/County State and Public Service Exhibitions.
* Exhibitions which aid in the promotion of arts, culture, heritage and social history and the development of the county.
* Solo exhibitions of new works from professional artists born in or domicile in the county.
* Invited contemporary national or international artists particularly where the exhibition relates to Offaly.
* Group exhibitions of/by county artists, community/voluntary organisations and schools within Offaly.
* Independently professionaly curated group exhibitions particularly where the exhibition relates to Offaly
* Exhibitions, promotions, auctions etc which seek to raise funding for local needs and charities.
* Exceptional requests which deviate from this policy, will be considered and adjudicated on by the Cathaoirleach and the County Manager on foot of recommendations from the Arts or other relevant section.

**The following will not be considered:-**

The Atrium shall not be used for promotion of commercial/trade exhibitions whose purpose is on income generation.

**Exhibitor Responsibilities:-**

* **Launch**:- The exhibitor is responsible for all aspects of the launch. Launch’s are to take place during normal opening hours of Aras an Chontae. In exceptional circumstances and at its discretion, Offaly County Council may facilitate events outside these hours, however the exhibitor will be required to meet any additional costs which arise as a result i.e Caretakers costs.
* **Costs**: Exhibitors are responsible for all costs relating to the Exhibition including:- Hanging, launch, catering, Public Address Systems, insurances, framing, invites, transport etc. The exhibitor is also resposible for any costs of repair to the Atrium as a result of the exhibition.
* **Promotion:** The logo of Offaly County Council should be clearly displayed on any publicity or invitations in the promotion of the exhibition.
* **Insurances**: Those wishing to exhibit are required to provide proof of insurances relating to the exhibition indemnifying Offaly County Council.
* **Installation & Closure:** The Exhibition must be delivered to and removed from the exhibition space on agreed dates and times. No storage is available.
* **Electronic Equipment:-** If electronic equipment is being used the exhibitor should ensure that same is in working order and installed by an appropriate professional person.
* **Use of Exhibition Stands:** External stands are not permitted. Exhibitors are permitted to use the exhibition stands in the Atrium. Please note: - These stands can be moved to different locations in the Atrium however due to the size of the stands the exhibitor needs to give one weeks prior notice to the caretakers in the Áras.
* **Security Cameras:-** The exhibitor should note the position and scope of security cameras in the Atrium to ensure same are not obstructed.
* **Health & Safety:** -The Exhibitor should ensure that all parts of the exhibiton are safe and do not cause any hazard to the general public and staff within Aras an Chontae.
* **Sales of Items:** In general the exhibitor is required to handle all sales and money transactions and ensure that the appropriation information for transactions is included in the exhibition leaflet.

**Offaly County Council Facilities:**

* **Public Access:** The Atrium is for general public access. Opening hours Monday to Friday 9.30am – 4pm . Excluding Bank Holidays. Christmas opening times may differ.
* **Exhibition Space:** The Atrium comprises of:- Main Exhibiting Wall / Three Small Walls / Large Overhanging Wall/ Four Stands / Four Plinths
* **Hanging System**: There is an incorporated hanging system in the Atrium, exhibitors wishing to use the walls will be aided in familiarising themselves with the system. Drilling and use of sticky tape is not permitted. If there is damage to the walls from the exhibit the exhibitor will be responsible for the cost of repair to the wall.
* **Visual Equipment:** Offaly County Council may be in a position to provide a television for showing of videos, slide shows etc. The exhibitor will be required to provide a DVD unit.
* **Promotion:** Offaly County Council can help in the promotion of the exhibition such as e-mail invites to our extensive database, assistance in developing an exhibition list and press release.
* **Catering:** Offaly County Council has an on-site independent caterer. We can provide access to tables, chairs, crockery and cutlery.The exhibitor can hire the caterer.
* **Car Park:** There are free car parking facilities to the side of the building

**Application Process**

* **Exhibition Application Forms:** All exhibitors (including sections within Offaly County Council) are required to fill out the application form. Additional documentation will be required from external exhibitor. ( Please see ‘Category of Exhibition’ to see what documentation is required).
* **Submission Deadlines & Dates:** Offaly County Council accepts applications from exhibitors each year. Submissions received by a given deadline will be assessed and if successful will be allocated a time. Submissions received after this date may be considered and approved for late submission but only if the exhibition meets the assessment criteria and there is a free period of time during the year.**Note**:- Exhibitors cannot be allocated time at short notice.
* **Address:** Send completed Exhibition Application Forms with relevant documentation to: Arts Office, Offaly County Council, Tullamore, Co.Offaly.

**Category of Exhibition**

* **Internal Offaly County Council Exhibitions**:- Sections are required to fill in the Exhibition Application Form and return to corporate services. All costs relating to the exhibition is to be born by the relevant section.
* **National /Regional/ State Public Service Exhibitions:** Exhibitors are required to complete Exhibition Application Form include copy of relevant insurances, dimensions of exhibition and photos.
* **Offaly Community Groups/Schools, Voluntary Organisations:** Submit application by given deadline. (We will except applications after this date from groups but please give yourself ample time as yearly exhibition slots will have been allocated). Include proposal and photos.
* **Solo/Group Exhibitions from Professional Artists living in or from Offaly:** To be included in the yearly exhibition programme applications from professional artists from or living in Offalymust be submited for the given deadline. Documentation required includes:- Exhibition Application Form, CV, proposal and a reasonable sample of the artists current work.
* **Other Exhibitions:** Submit Exhibition Application Form by the given deadline, together with proposal, sample of work (photos), CV’s (If applicable to a curator or artist).

**Assessment Criteria:-**

**The following will be considered when assessing submissions for exhibition:-**

* Quality of ideas/proposals presented on both a stand – alone basis and with reference to other other applications.
* The exhibition/s appropriateness to the contemporatry nature and scale of the Atrium in Aras an Chonte.
* The relevance of the exhibition to the county of Offaly and its ability to promote awareness in the specific area and/or arts, social and cultural history and activities.
* In the case of a solo/group exhibitions from professional artists living in or from Offaly, the opportunity to exhibt will have a strong developmental aspect to the artists career and the selcted exhibition will showcase artwork of an exemplary nature. Applications are encouraged from artist collaborations.
* All exhibitions will be assessed by a board and/or relevant section and approved by the Management Team.

**Exhibition Application Form 2013**

**(For Exhibition period Aug 2013 – Mar 2014)**

**Closing date Friday 19th July 2013 at 4pm**

|  |  |
| --- | --- |
| **Name of Exhibition:** |  |
| **Category:**  Please tick appropriately | OCC Public Project  National/Regional/State  Solo/Group Artists in/from Offaly  Offaly Community Group  Offaly Schools  Local Arts Organisations  Other : Please Specify |
| **Exhibition Description: (50 words)**  Please outline briefly the main purpose and theme of the exhibition. i.e Is it for awareness or fundraising purposes? Is it a showcase? |  |
| **Describe in detail the content of the exhibition(50 words):-**  How many pieces are in the exhibition? Size of pieces? Are they on canvas, board or textile? Are they framed appropriately? Do you have sculptures/multi-media? |  |
| **Electrical Equipment:** Do you have visual and audio devices? If so who will install them for you? |  |
| **Dates Sought:**  Maximum of one month duration is allowed. (Exception: Public Consultation Process). |  |
| **Insurance:** Is the exhibition covered for public liability, damage etc. State the insurance company and include letter/or provide info on month in advance of exhibition. |  |
| **Expected Audience:** How many people do you hope to get for the launch? What demographic is the exhibition aimed at? |  |
| **Marketing your Exhibit**  How do you propose to maximise your audience for this exhibition. |  |
| **Educational Possibilities:**  Are schools/ students/public being invited for talks? Who will provide these talks/ educational material?  Who will co-ordinate this? |  |
| **Contact Name:** |  |
| **Organisation:** |  |
| **Address or Section:** |  |
| **Telephone Numbers:** |  |
| **E:Mail:** |  |
| **Signature & Date:** |  |

**External Exhibitors(Communities, Individuals etc):- Please send completed Exhibition Application Forms with relevant documentation to: Arts Office, Offaly County Council, Tullamore, Co.Offaly.**

**Offaly County Council Sections: Should send completed application forms to Corporate Services**