

BLINDEIS EXHIBITOR KIT



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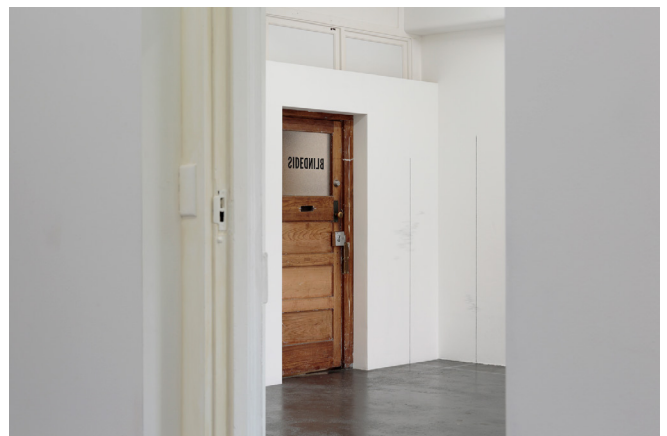
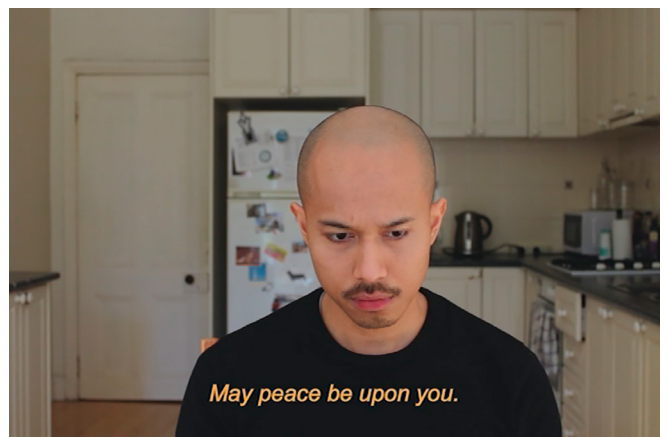
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BLINDSIDE acknowledges the Wurundjeri people of the Kulin Nation as the traditional custodians of the land on which we operate. We recognise that sovereignty was never ceded—we are on stolen land.

BLINDSIDE would like to pay respects to Wurundjeri Elders, past, present and emerging, to the Elders from other communities and to any other Aboriginal or Torres Strait Islanders who might encounter or participate in our program.



IMAGES FROM TOP

MJ Flamiano, *An Imprint in Her Colour*, 2020. BLINDSIDE Art Residency. Courtesy the artist.

Badra Aji, *Curhat Pagi/Morning Confession* (still from video), 2020. Courtesy the artist.

Simone Nelson, *Notation 3*, 2020. Photograph Tim Gresham. Courtesy the artist.

ON THE COVER, clockwise from top left

Sarah Ujmaia, *Show and Tell*, 2020. Photograph Nick James Archer. Courtesy the artist.

Luyuan Zhang, *Instrument Practice*, 2020. Photograph Nick James Archer. Courtesy the artist.

Ammara Raheem, *300 Micro-Fictions*, 2020, BLINDSIDE Art Residency. Photograph Nick James Archer.

Debut XVI: To Love It All Again, 2020. Photograph Nick James Archer. Courtesy the artist.

Emma Hamilton, *Photographic Tunnelling*, 2020. Photograph Nick James Archer. Courtesy the artist.

Rachel Button, Veronica Charmont, Kaijern Koo, Madeleine Minack, HeeJoon Youn, *Six P.M. on a Wednesday*, 2020, Photograph Nick James Archer. Courtesy the artists.

BLINDSIDE EXHIBITOR KIT

This **BLINDSIDE Exhibitor Kit** outlines basic responsibilities, information and timelines relevant to your exhibition. It is divided into three sections: **before**, **during** and **after** your exhibition. Please refer to this document when planning your exhibition.

When organising your exhibition, please read through the **BLINDSIDE exhibition agreement** and the **Occupational Health and Safety Guidelines**. Please contact the Gallery Coordinator with any questions.

KEY CONTACT

Martina Copley – Gallery Coordinator
P +61 3 9650 0093
E info@BLINDSIDE.org.au

LOCATION + FLOOR PLANS

BLINDSIDE is located on the seventh floor of the Nicholas Building, on the corner of Flinders Lane and Swanston Street in Melbourne’s central business district.

GALLERY ONE

Exhibition space is 40 square metres with a ceiling height of 3.4 metres. The gallery walls are MDF and the floor is concrete. GALLERY ONE has south-east facing windows.

GALLERY TWO

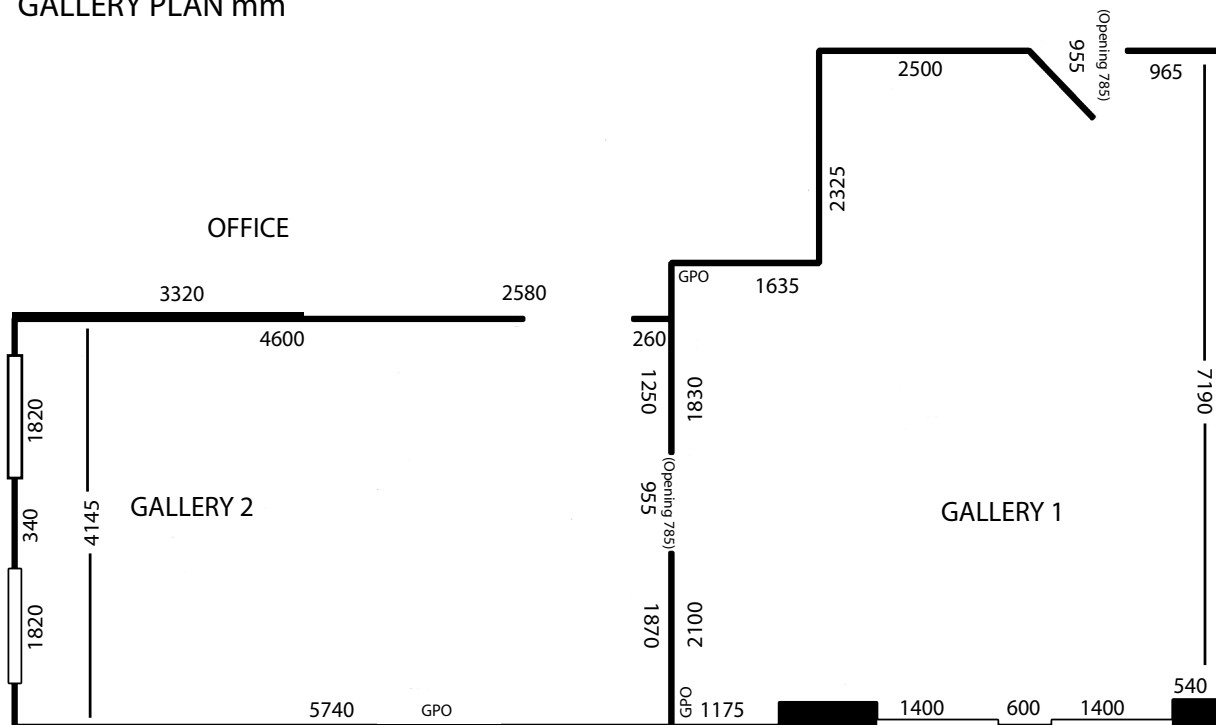
Exhibition space is 25 square metres with a ceiling height of 3.4 metres. The walls are MDF and the walls housing the windows are concrete. GALLERY TWO has south-west facing windows. The gallery floor is concrete.

Both galleries have fluorescent lighting in fixed positions.

Please download the **Floor Plan** from the [BLINDSIDE website here](#).

BLINDSIDE

GALLERY PLAN mm



BEFORE YOUR EXHIBITION

GALLERY FEE + BOND

There is no fee to exhibit at BLINDSIDE.

Newly programmed artists receive a \$400 fee per exhibition. Projects rescheduled from 2020 are not eligible.

Prior to installation a \$100 returnable bond will be taken. This amount will be returned after the exhibition concludes, the space is returned to its original condition, the access card and key are returned and all BLINDSIDE equipment is in working order.

EXHIBITION CONTENT

BLINDSIDE takes every effort to ensure that all work is displayed in a manner that is fair and accessible to the public, enables access for all persons, and is sympathetic to the works context.

If you believe your work may be deemed offensive or controversial, and/or is for mature audiences, and/or has potential to cause adverse health affects to people with epilepsy please discuss with the Gallery Coordinator.

PUBLIC PROGRAMS

Please get in touch with the Gallery Coordinator to discuss public programs, workshops, performances or associated events. For assistance with public programs artists should also contact the BLINDSIDE Public Programs Coordinator.

EXHIBITION INSTALLATION + EQUIPMENT

Artists/Curators are to discuss the installation of work with the Gallery Coordinator, at least TWO WEEKS prior to your exhibition. This alerts BLINDSIDE to any potential health and safety issues and enables us to offer targeted technical support.

You can install your work **TWO DAYS** prior to the exhibition – Monday and Tuesday. Basic tools are provided by BLINDSIDE, but artists should source any specific hanging requirements.

The BLINDSIDE Gallery Technician will be in the gallery on Monday from midday– 6pm to assist with your installation.

BLINDSIDE has speakers, screens and digital projectors, media and DVD players available for exhibitors to use on request. Please contact the Gallery Coordinator for our detailed equipment list and to book BLINDSIDE equipment.

GALLERY + LIFT ACCESS

Artists are required to arrange a time to come into the gallery in the week before the start of the exhibition to collect a **Swipe Card or Fob** to access the Nicholas Building and lift via Cathedral Arcade (for after-hours and Sunday access). It is also advised that artists meet with the Gallery Coordinator on one of these days to discuss their project.

BUILDING ACCESS VIA FLINDERS LANE + SWANSTON ST

To access the Nicholas Building outside these hours you will need to use the Swipe Card or Fob:

Monday to Friday 7am – 7pm
Saturday + Sunday 8am – 6pm

OPERATING HOURS OF NICHOLAS BUILDING LIFTS

Passenger Lift

The passenger lift measures 200cm wide by 200cm deep and is 130cm high.

To use the lift outside these hours you will need to use the lift access swipe card:

Monday to Friday 7am – 7pm
Saturday 8am – 6pm
Sunday Closed (swipe card required)

Freight Lift

For the movement of large scale/heavy work:

The freight lift measures 128cm wide by 203.5cm deep and is 201cm from floor to ceiling. The diagonal is 238cm along the floor or 296cm from floor to ceiling.

It is located down the hall and to the left from BLINDSIDE's GALLERY ONE entrance and opens onto Cocker alleyway behind the Nicholas building (off Flinders Lane). The lift entrance is approximately 1m from the ground, as it was used in the past for loading off trucks. The alley is full of scaffolding and large rubbish bins so it is impossible to drive to the lift access point.

To use the freight lift, please email the Gallery Coordinator for detailed lift instructions.

BLINDSIDE GALLERY DOOR CODE

The BLINDSIDE gallery door is opened using a keypad with a four digit code. You will receive this code from the Gallery Coordinator one week prior to your installation.

To open the door:

1. Hold your palm over the pad to block out light (this takes a few seconds), this will illuminate the numbers.
2. Key in the four digit code and press the unlock symbol (lower right of keypad).
3. When it beeps you will be able to turn the lock and open the door. The door will automatically lock when you close it.

BEFORE YOUR EXHIBITION

ARTWORK DELIVERY + PARKING

There is very limited onstreet parking and access to nearby Cocker Alley due to ongoing Metro Tunnel work.

The closest parking stations we recommend are [114 Flinders Street](#) (Le Garage, operated by Greenco), and [300 Flinders Street](#) (Secure Parking). These often have discounted rates if you book ahead, or use the garages outside of 8am-5pm, Mon-Fri.

OH&S + PERSONAL SAFETY

During opening hours the Nicholas Building is open to the public. Exhibitors should ensure their own safety and are responsible for the security of their personal belongings.

FIRST AID

A basic **First Aid Kit** is kept in the top drawer of the gallery desk. If any item is removed from the kit please advise the Gallery Coordinator so that it can be replaced.

OCCUPATIONAL HEALTH & SAFETY (OH&S)

Exhibitions and projects held at BLINDSIDE must adhere to recognized Occupational Health & Safety (OH&S) standards. Utilizing power, placing items on walls or the floor, heavy/unwieldy loads – all elements (and similar) must be dealt with in a safe and secure manner.

It is requirement that a second adult be present when Exhibitors are working with power tools, lifting heavy objects, or working with heights. Appropriate protective clothing must be worn specific to the activities undertaken as part of your exhibition installation.

SUSTAINABILITY

BLINDSIDE has Sustainability Guidelines relating to waste, consumables and cleaning which all exhibitors are required to follow. We encourage all exhibitors to be mindful of their environmental footprint.

ACCESSIBILITY

BLINDSIDE is accessed by elevator from Cathedral Arcade, 37 Swanston Street. There are no stairs if you enter the arcade via Swanston Street. Exit the lift at level 7 and turn right, following signs to the gallery.

At opening events there is limited seating available.

The toilets in the Nicholas Building are not wheelchair accessible and the closest are at Brunetti's or the City Library on Flinders Lane.

Please email the gallery if you have additional accessibility questions or require tailored support.

INCLUSIVITY

BLINDSIDE celebrates diversity and aims to provide a safe, respectful and inclusive space for creative practice.

Please use the following checklist to ensure that your project adheres to BLINDSIDE's required OH&S standards.

OH&S SAFETY CHECKLIST:

POWER

- All powered items are checked for safety (to prevent shorting/overheating).
- Any power cords are securely fixed to the surface they cross (to avoid tripping hazards).
- Any powered items are able to be switched off (turn off overnight is required).

WALLS

- Items installed in concrete walls are properly affixed (using hammer drill and plug).
- Items installed in MDF walls are properly affixed (using drill and appropriate screws).

CEILINGS

- Items installed in concrete ceilings are properly affixed (using hammer drill and plug).

FLOORS

- All hazards that run across floors (work, cables, etc) are affixed, or properly sign posted.
- Any slipping hazards are properly sign posted.
- No drilling into or painting of floors.

VIDEO/PROJECTION

- Mature content – Produce a sign warning attendees of potentially offensive content.
- Bright/Flickering/Fast moving images – Produce a sign warning attendees of epilepsy hazard.

SOUND/AUDIO

- Volume – High volume/loudness must first be approved by the Gallery Coordinator to accommodate other exhibitors and nearby tenants.

BEFORE YOUR EXHIBITION

PROMOTIONAL MATERIAL

Please provide BLINDSIDE with information/content to ensure we can promote and market your exhibition.

Please fill out BLINDSIDE's *Content Form* (emailed to you as a Word Doc) and email back to the Gallery Coordinator by your designated due date.

BLINDSIDE assists every exhibitor by producing and distributing promotional material for each exhibition.

Exhibitors are able to update information and images up to two months prior to your exhibition by emailing the Gallery Coordinator. Please note that after this date you will not be able to make changes to promotional material including: exhibition title, descriptions and public program information.

WEBSITE + LISTINGS + NEWSLETTERS

Each exhibition is featured on a dedicated page on the BLINDSIDE's website.

Exhibition listings (print and online) in *Art Guide* and *Art Almanac* are paid for by the gallery. Each exhibition is also listed on free online platforms such as City of Melbourne, What's On, Eventfinda, Art Aviso and Artbase.

BLINDSIDE will promote your exhibition through an electronic newsletter, sent to our subscriber list.

SOCIAL MEDIA

BLINDSIDE creates a Facebook Event for each exhibition which we encourage artists to share through their peers, colleagues and networks. The Gallery Coordinator will share the link to the event page when it has been created. Follow @blindsided_ari on [instagram](#) and [twitter](#) and please tag BLINDSIDE when posting.

To update information and images for social media please email new content to the Gallery Coordinator.

EXHIBITION TEXT

BLINDSIDE produces an A4 sized black and white text-only roomsheet for display on the gallery wall. Exhibition text is also directly uploaded to the exhibition page on the BLINDSIDE website. Please forward the exhibition text along with any updated images and image credits to the Gallery Coordinator at least FOUR WEEKS prior to the opening.

If you choose to produce an exhibition catalogue for your exhibition, please ensure acknowledgements, logos and venue information are included. [BLINDSIDE logo, City of Melbourne and Creative Victoria logos and acknowledgements. BLINDSIDE address and contact details, exhibition title and dates must also be included].

A draft must be submitted to the Gallery Coordinator for approval prior to publication.

LIST OF WORKS

If you require a List of Works room sheet to be displayed (for example if the exhibition is a group show), please contact the Gallery Coordinator for a Gallery Map to identify the layout of specific works. Please be advised that BLINDSIDE does not advertise prices.

CREATING YOUR OWN ADVERTISING MATERIAL

Exhibitors must include the BLINDSIDE logo and our partner logos on **advertising material** produced by you for your exhibition.

Exhibitors creating advertisements (print or digital) must contact the Gallery Coordinator for the most recent logo files and gallery information, and send a copy of the artwork for approval by BLINDSIDE prior to print/upload. *Please note:* BLINDSIDE is always referred to in text as one word in uppercase: BLINDSIDE.

BEFORE YOUR EXHIBITION

EXHIBITION TEXT EXAMPLES

PHOTOGRAPHIC TUNNELLING

1 JUL – 18 JUL 2020

EMMA HAMILTON

Photographic ice cores (Iceland) I-VIII, 2020, photographic prints onto light box film, magnets, 180 x 25 x 25cm.

Photographic tunnels (Victorian Mallee) I-VIII, 2020, hand photo transfer onto Perspex, 25 x 25 x 4cm.

Photographic Tunnelling seeks to use ice core sampling in Antarctica as a framework to observe the historical layering of our connection to landscape and how it has been shaped through the lens of photography.

Using the premise of map tunnelling (programs that show opposite points on the earth simultaneously), and the process of ice coring, this project seeks to 'tunnel' through layers of landscape. *Photographic Tunnelling* takes a journey down into the earth through an installation of photographic ice cores and tunnels: through rock, sediment, salt crystals and ice.



Like photography, ice cores present us with frozen snapshots of time, a series of preserved atmospheres. Layers of temporal sediments allow us to move between two landscapes; the salt lakes of central Victoria and the snow capped lava fields of Iceland, two locations opposite each other on the globe.

Photographic Tunnelling furthers the artist's ongoing enquiry into the intersections of photography and sculpture, exploring photography as object and optical illusion.

BLINDSIDE

Level 7, Room 14, Nicholas Building, 37 Swanston St, Melbourne VIC 3000
GALLERY OPEN Tuesday to Saturday, 12pm – 6pm
T (+61 3) 9650 0093 | E info@BLINDSIDE.org.au | BLINDSIDE.org.au

BLINDSIDE is a not-for-profit artist run space.

BLINDSIDE 1–page exhibition text

SIX P.M. ON A WEDNESDAY

26 FEB – 14 MAR 2020

RACHEL BUTTON | VERONICA CHARMONT | KAJERN KOO | MADELEINE MINACK | HEEJOON YOUN



GALLERY 1
Clockwise from door

<p>MADELEINE MINACK <i>Strength from your head</i> 2020 Acrylic paint, foamcore, sticky tape, hair, silicon, plastic, brush fibers, wax, metal</p>	<p>MADELEINE MINACK <i>Untitled (blue balances) (1 of series of 3)</i> 2019 Wax, string, plastic, acrylic paint</p>
<p>KAJERN KOO <i>sign (angel)</i> 2020 Silver-plated platter, boiled egg remnants, pine wood</p>	<p>HEEJOON YOUN <i>year of the METAL RAT</i> 2020 Oil on Panel, bubble wrap, Perspex.</p>
<p>MADELEINE MINACK <i>Chicken wire shelf, so supportive</i> 2020 Wire, string, rock, wax, foamcore</p>	<p>MADELEINE MINACK <i>Untitled (with nest)</i> 2019/2020 Wire, wax, rock, plastic, foam</p>
<p>RACHEL BUTTON <i>Theft by Finding</i> 2020 Video collage, cardboard box, chopping board, mirror, headphones</p>	<p>KAJERN KOO <i>spell for good fortune</i> 2019 Paraffin wax, oil paint, paper, and found objects on plywood board</p>
<p>KAJERN KOO <i>i am going to be a Swimmer</i> 2020 Perspex, clear glue, PVA glue, acrylic paints</p>	<p>VERONICA CHARMONT <i>the thing about new york is the sirens</i> 2020 Super 8 transferred to digital, 11 mins</p>

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BLINDSIDE List of Works room sheet

DURING YOUR EXHIBITION

INVIGILATION

Artists are not required to invigilate the gallery for any portion of the exhibition. The gallery is maintained by the Gallery Coordinator and selected BLINDSIDE interns. Of course you are welcome to come in at any time and organise to meet with peers and colleagues.

EXHIBITION DOCUMENTATION

BLINDSIDE staff and photography interns take installation views of all exhibitions on the day prior to the opening, however it is the responsibility of artists to organise professional documentation of their exhibition and artwork.

BLINDSIDE's documentation will be used to promote the exhibition and BLINDSIDE in print and online via the gallery website, email invitations, social media or broadcast media. Images will be retained in the BLINDSIDE archive.

If you wish to provide installation images for the BLINDSIDE website please provide us with image credits, e.g. artist name, artwork title, year, medium, dimensions (height x width x depth cm), duration, gallery/photographer acknowledgement (if any).

EDUCATION PROGRAM

BLINDSIDE offers a comprehensive [education experience](#), via talks to Secondary and Tertiary students, plus our free downloadable Education Kit. If you wish to provide additional information about your work or practice for our education talks please email the Gallery Coordinator.



Donvale College student visit to *The Medium is Public* 2019. Art work by Georgia Robenstone.

AFTER YOUR EXHIBITION

DE-INSTALLATION + COLLECTION OF ARTWORKS

De-installation is the responsibility of the participating artists and curators.

Artists are able to de-install from 6pm on Saturday and all day on Sunday. The Gallery Technician will be at BLINDSIDE on Sunday from 2-4pm to ensure the galleries are in good condition for the next exhibiting artists and sign the Deinstall Checklist.

The Gallery must be left in clean condition, walls patched and painted in readiness for the next exhibitors. BLINDSIDE supplies a modest store of de-installation materials, including plaster filler, sand paper, paint and painting equipment.

Please allow time for wall putty to dry properly before painting over it (30mins-3hrs, depending on the size of the hole and the temperature of the gallery!) and you must always sand it back.

Floors should be cleaned and everything from the storeroom returned to its proper location in readiness for the incoming artists.

Your bond will be returned after the exhibition concludes providing the access card and key are returned, the space is returned to its original condition and all BLINDSIDE equipment is in working order.

No artwork or materials can be stored at BLINDSIDE during or after the exhibition.

DEINSTALL CHECKLIST:

- Walls patched and sanded—must be smooth.
- Patched or dirty walls will need to be repainted with the white paint provided by the gallery. Do not use anything other than
- the water-based flat white paint provided by the gallery.
- Putty and paint containers are closed properly.
- Floors swept and mopped if required. BLINDSIDE floors cannot
- be painted. You cannot drill into the floor.
- Rollers, brushes and trays must be thoroughly washed in the sink in the bathroom. Do not pour paint down the sink. Pour
- any excess back into paint tins. Return these items to the storeroom.
- Lids of paint tins and any other goods securely replaced.
- Everything from the storeroom has been returned to its proper
- location.
- All rubbish and equipment brought into BLINDSIDE has been removed. BLINDSIDE does not have adequate storage or
- rubbish disposal facilities to manage extra waste.

SURVEY

After your exhibition you will be requested to fill out a short survey about your experience exhibiting at BLINDSIDE. We would also appreciate if you could provide us with a personal testimonial, which may be used in our Annual Report and future Grant Applications (where applicable).

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