

CLOVER AARDKLOP NATIONAL ARTS FESTIVAL

Visual Arts

2 – 7 October 2012

A. GENERAL INFORMATION AND CONDITIONS

1. CLOSING DATE FOR APPLICATIONS

The closing date for applications is strictly **Monday, 13 February 2012**. Late, incomplete or faxed applications will NOT be considered.

2. SELECTION

The scope of the festival's arts component is dictated by the availability of space. Preference is therefore given to new, original and thought-provoking work. To aid the festival management in the selection process, it is of utmost importance to complete the application form in full and to supply as much information as possible.

The following must accompany the completed application form:

- a) A proposal on the proposed exhibition, if possible accompanied by photos or illustrations of your work.
- b) CV of artist(s) – please mention previous awards won, etc.
- c) An indication of whether the work has been on exhibition before. If it has, detailed information of the previous exhibition.
- d) You may apply for financial assistance, but support your application with a motivation.

Clover Aardklop cannot take responsibility for loss or damage to artworks and other property during the set-up or festival period. Artists are responsible for insuring their installations. Security services can be arranged through the festival office, but for the applicants own account.

PLEASE NOTE that applications must be delivered by hand, regular mail or courier. No email applications will be considered.

3. SELECTION PROCESS

All applications will be subjected to the following selection process:

- a) The visual arts committee evaluates all applications and makes recommendations to the central programme committee.
- b) The central programme committee considers the recommendation with specific focus on the balance of the entire offering, as well as the financial implications etc.
- c) The festival management, in conjunction with the board of directors, make a final decision based on the recommendations of the programme committee.

4. FEEDBACK

When we receive your application, you will receive written confirmation (via email) – before or on **Wednesday, 22 February 2012**. If you have not heard from us by this time, please phone 018 294 7509 without delay to confirm that we have received your application. It is YOUR responsibility to make sure that your application reached the festival office. Clover Aardklop does not accept responsibility for applications that are lost in the mail. The results of the selection process will, at the latest, be communicated to you on **Friday, 18 May 2012**. The results are final and not negotiable.

5. VENUE OCCUPATION

IN: Installations of exhibits can be done from **Friday, 28 September 2012**, but no later than **Sunday, 30 September 2012**.

Out: From **Sunday, 7 October 2012**, but no later than **Monday, 8 October 2012**.

6. MARKETING AND PUBLICITY

Clover Aardklop publishes details of all approved exhibitions in the festival and booking guides. It is, however, recommended that artists do as much as possible to promote awareness of their own work at the festival.

7. TRANSPORT AND ACCOMMODATION

Artists are responsible for their own accommodation and transport. If your production is accepted, an accommodation application form will be forwarded to you.

8. VAT AND COMMISSION

When you decide on the price of an artwork you must take the following into consideration: the deduction of 14% VAT and the commission of 25% levied by the festival. The VAT and commission will be deducted by the festival before the final payment is made.

9. ADMINISTRATION FEE

All applications are subject to an administration fee of R140. This is a once-off, non-refundable payment. Cheques should be made payable to: Clover Aardklop National Arts Festival. Electronic transfers: Clover Aardklop National Arts Festival, Absa (Potchefstroom), account number 405 879 4013. The reference is the title of the proposed exhibition. (E.g.: Visual Arts Bitterkomix.) The cheque or proof of electronic transfer should be attached to the application form.

10. AMENDMENTS

All amendments to the application form must be supplied in writing to produksies@aardklop.co.za OR faxed to 018 294 7504.

11. SUMMARY OF DEADLINES

13 February 2012: Closing date for applications
22 February 2012: Confirmation of receipt of application completed
18 May 2012: Results of judging and selection announced
4 June 2012: Final copy for brochure
23 July 2012: Final copy for festival guide
30 July 2012: Deadline for photographs for festival guide
24 August 2012: Final deadline for signed, original contract

**Complete the rest of the form and mail it (in time) to:
CLOVER AARDKLOP NATIONAL ARTS FESTIVAL:
VISUAL ARTS, PO BOX 20313, NOORDBRUG, 2522
QUERIES:
Potchefstroom office: Phone (018) 294 7509 and e-mail:
produksies@aardklop.co.za
BY HAND OR COURIER: Clover Aardklop office, 59 Malherbe Street, Potchefstroom**

B. APPLICATION: VISUAL ARTS

1. TITLE OF EXHIBITION

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2. NAME OF GROUP / ARTIST

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3. DETAILS OF CONTACT PERSON

First name		Tel (code)	
Surname		Tel (W)	
Postal address		Tel (H)	
City		Fax #	
Postal code		Cell #	
		Email	

4. ARTIST

First name		Surname	
Cell #		Tel (H)	
Fax #		Tel (W)	

5. TYPE OF EXHIBITION

Sculpting	Photography	Painting	Crafts
Multimedia	Installation	Performance	Other
Specify if other:			

6. WILL THE EXHIBITION HAVE ITS DEBUT AT CLOVER AARDKLOP?

Yes	No
If not, supply full details of previous exhibitions:	

7. STATUS OF GROUP / ARTIST

Professional	Semi-professional	Amateur	Student
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8. A GRADING SYSTEM IS USED TO INFORM FESTIVALGOERS ABOUT THE ACCESSIBILITY OF EXHIBITIONS, FOR INSTANCE CHILDREN. PLEASE INDICATE HOW YOU WOULD GRADE YOUR EXHIBITION:

All	Parental Guidance	Adults Only	No under:
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8. b) PLEASE INDICATE ANY ISSUES TOUCHED UPON IN THE EXHIBITION.

Language	Violence	Sex	Nudity	Profanity	Prejudice
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9. FULL LIST OF PEOPLE INVOLVED

NB: In the case of large groups, attach separately to your application

Name:	Involvement:

10. b) ARE ANY ARTISTS INVOLVED IN OTHER EXHIBITIONS OR PRODUCTIONS?

Yes	No
Name:	Title of other exhibition/production:

11. HOW MANY WORKS DO YOU PLAN TO EXHIBIT? (SPACE IS LIMITED)

10-20	20-30	30 or more
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12. SHORT DESCRIPTION OF THE SPACE NEEDED

13. SCHEDULE

Date of arrival	
Date of departure	

14. DESCRIBE YOUR EXHIBITION IN 60 WORDS (MAXIMUM) FOR INCLUSION IN THE BOOKING BROCHURE (This description is of the utmost importance. It is according to these descriptions that people will decide what they would like to see. If you think a member of your party may influence attendance, include his/her name.)

PLEASE NOTE: Apart from the description above you have to submit a proposal about your exhibition, included with the application form.

15. IF YOU HAVE ANY SPONSORS FOR YOUR PRODUCTION, SUPPLY A COMPREHENSIVE LIST OF THE NAMES OF THESE SPONSORS AND PLEASE PROVIDE DETAILS OF ANY AGREEMENTS ENTERED INTO

FOR EXAMPLE: The Stigting vir Kunste vir Afrika – logo on own poster

NB: Agreements are entered into by you and the sponsor and is not binding on Clover Aardklop. Where there are conflicts of interest with Clover Aardklop's main exclusive sponsors, we will inform you immediately. Acceptable sponsors can be mentioned within reason in the brochure and festival programme. Sponsors' logos will not be printed in the brochure or festival programme.

**16. CHECK-LIST REGARDING YOUR APPLICATION – PLEASE TICK OFF!
THIS MUST BE COMPLETED IN ORDER FOR US TO CHECK WHETHER WE'VE RECEIVED YOUR COMPLETE APPLICATION FORM!**

X	
	Have you answered all the questions?
	Have you included a CD, photos (if applicable)?
	Have you included the necessary CV's?
	Have you paid your once-off administration fee (with proof of your payment attached)?
	Have you made a copy of this application for your records?

17. AGREEMENT

I, _____, as assigned representative of the said production, accept all the conditions in this document. I have read the document; I understand it and view it as a binding agreement. By signing this contract, I personally accept responsibility for the conduct of my group regarding all conditions and obligations in this document.

Date		Signed	
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