

SWELL SUBMISSION CHECKLIST - PRINT TO ASSIST PREPARING YOUR SUBMISSION

Prior to completing the online submission, please prepare and collate your information as is not possible to save the submission. Each document or image file must be saved as **LASTNAME_FIRSTNAME_document_title.pdf**
Supply imagery and concept drawings in **landscape format**.

NAME ANY ARTISTS WHO ARE COLLABORATING

- List of collaborating artists

LINKS

- Website
- Facebook
- Instagram
- Twitter
- Other

BIOGRAPHY

- Biography (max 2 pages)
- Short biography (100 word)
- Career or media highlights

SCULPTURE DETAILS

- Sculpture Title
- Artist Statement (90 words)
- Dimensions (mm) H x W x L
- Footprint of Installation (mm x mm)
- Weight (kg)
- List materials used
- Sculpture Sale Price incl GST (if applicable) and 33% commission
- Individual Sculpture Pricing where individual works are for sale

SUPPORT DOCUMENTATION

Your submission can include a completed work or a work in progress and should include clear and comprehensive support documentation including:

- Concept drawings that are to scale with front and side elevations
- Support images of completed work or partly completed work
- Information and drawings of foundation and footings
- List of machinery or tools required to install
- Plinth details, if any
- Maintenance or ongoing requirements during SWELL

INSTALLATION

- Are you installing your own work?
- Installation Method Statement - description of how you intend to install your sculpture
- Is machinery required? Eg. mantou, crane, tractor, post hole digger
- Consider a preferred placement – refer to the SWELL site map on the submission page

LIGHTING

- Detail on any lighting included with the sculpture and power/battery requirements

INSURANCE DOCUMENTATION

- Certificate of Currency – this is a requirement if you are selected to exhibit

ARTIST TALKS

- Would you like to participate in Artist Talks during SWELL - casual talks at sculpture and panel discussions?

\$45 FEE PAYMENT

- The fee is processed through Paypal - please have your log in details or credit card ready.