



EXHIBITION CONTRACT Conditions of Use

PLEASE READ AND RETAIN FOR YOUR INFORMATION

Thank you for exhibiting at the Carlton Gallery located in The Arts Junction, Katikati. Read this information carefully as it contains all the information you need to hold a successful exhibition.

The Arts Junction reserves the right to vary conditions of this contract as may be required at some future date in order to balance changing funding levels and costs to operate the facility.

Gallery Rental Cost

Gallery Rental

\$200 + GST for two week exhibition.

Sales and Commission

20% + GST commission will be charged on works sold through and administered by the Carlton Gallery.

Pricing: The price of your work needs to include the gallery commission and GST. This will be deducted from your final payment.

Work entered into your exhibition must be available for sale. The inclusion of sold or 'not for sale' works is an exception and subject to prior agreement with the Caretakers.

Gallery staff reserve the right to exclude sold works from the exhibition.

Insurance

insurance is the responsibility of the artist.

The gallery is fully alarmed and monitored after hours.

Promotion is a very important part of your exhibition.

The Carlton Gallery will work with you to promote your exhibition. We have access to a mailing list of over 500 subscribers. Your exhibition will be promoted through our weekly e-newsletter and in the Katikati Advertiser when space allows.

We will also promote your exhibition on The Arts Junction Facebook page and other community Facebook pages; the Arts Junction website, Eventfinda and Neighbourly.

Any further advertising is the exhibitors or artists responsibility.

Please ensure you 'like' The Arts Junction Facebook page. By 'sharing' posts we can both help to promote your exhibition to a greater audience.

Promotional Material

We need from you:

Exhibition Statement: For marketing purposes we need up to 300 words detailing your exhibition and the concept or ideas behind your work. This statement must be written to a high standard, as it reflects your work. Please have it proof read and ready to print.

300 DPI Promotional Image (around 2MB): Please email up to three high-resolution images for promotional purposes.

Please send to info@katikatiopenairart.co.nz at least **three weeks** before your set-up date.

Exhibition Installation

Installation

Set Up Day: The Caretakers will instruct you what time to arrive, normally a Sunday at 2pm prior to the Monday opening.

Please bring with you a list of all artworks (each with a name or code) and price for tracking sales. The artist is responsible for supplying the price cards.

There will be someone on site to help you install your exhibition artworks. Exhibitors are responsible for hanging their artworks.

Paintings need to be strung at the back for installation. The Carlton Gallery provides hooks and droppers for hanging. **We do not allow; stick on velcro, double sided tape or anything which will tear the paint off the walls.**

Small plinths (4) large plinths (3) and trestle tables (4) are available for object and installation artworks. Please discuss your requirements with the caretaker.

Please refer to the floor plan and elevations beforehand to plan your set-up.

Lighting

For safety reasons (OSH) only caretakers or gallery staff may adjust lighting.

Presentation

The Carlton Gallery will not accept unfinished, wet, warped or badly presented works as this detracts from your exhibition, the reputation of the Carlton Gallery and our ability to sell your work.

We ask the artist to respect this is an art gallery encouraging a high standard of presentation and that aesthetics are of paramount importance when hanging your exhibition. An overcrowded gallery or poorly hung exhibition can detract from your work.

Gallery staff reserve the right to give direction to hanging the exhibition and to the number of works displayed. Where we consider an artwork offensive to the community or of low standard, we will discuss our concerns with you. The Carlton Gallery reserves the right to decide if such works are exhibited and on any other aspects of the exhibition that could be detrimental to The Carlton Gallery and its community. Should any disagreement arise The Arts Junction reserve the right to final curatorial decisions.

Copyright

You (the artist) must be the current copyright owner of any works submitted to us for exhibition.

Cancellations

Cancellations received less than three months in advance of exhibition forfeit the deposit. Please let us know as soon as you can if you need to cancel your exhibition.

During Your Exhibition

Openings

Exhibitions are generally opened on a Monday.

Exhibitors are welcome to host an Exhibition Opening at the Carlton Gallery / The Arts Junction. The cost for an Exhibition Opening is \$100 +GST to cover setup, hireage and steward. The exhibitor supplies refreshments and nibbles.

Your opening and your work may be photographed and used in promotion on our website, and other media in the interests of promoting.

Other than this, no photography will be permitted in the gallery.

Opening Hours

The Carlton Gallery is open Monday – Friday 9am to 4pm, Saturday and Sunday, and Public Holidays from 10am – 2pm. Hours may be extended over summer.

We encourage you to be in the gallery if possible during your exhibition. Engaging your audience is important to encourage sales.

As the Arts Junction is multidisciplinary, the gallery will be closed from time to time for special events, or have special events take place after hours. We will make every effort to communicate with you clearly should any such event happen during your exhibition.

Art Sales

The Carlton Gallery accepts cash or eftpos for art sales.

After the Exhibition

Dismantling the Exhibition

Exhibitors are responsible for de-installing the exhibition after close of business on the last day of your exhibition. All unsold works must be taken away with you.

If your works remain un-collected one month after our request to collect them, the Carlton Gallery reserves the right to re sell your works to defray handling costs. Prior to re-selling the Carlton Gallery will have made every reasonable effort to request you collect the works via telephone and email.

Exhibition Payment

Sold works will be paid to you once all the works are paid for, less gallery commission.

Booking Your Exhibition

In the first instance please complete an expression of interest form (<https://www.theartsjunction.org.nz/expression-of-interest>) to determine gallery availability.

To secure your booking a 50% deposit is required and a copy of the contract booking form must be completed and sent to info@katikatiopenairart.co.nz.

The balance of your rental payment is required three months before your exhibition date.

ACCEPTANCE OF EXHIBITION TERMS AND CONDITIONS

I have read the Carlton Gallery contract and agree to the conditions in the contract:

Name:	Signature:	Date

06/2021



Katikati Open Air Art

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