

ArtsCape Wynyard

Exhibitor Application Form

Please return all information as soon as possible.
Electronic submission to artscapewynyard@gmail.com
or delivery to: **ArtsCape Wynyard, 45 Jackson St, Wynyard.**



ArtsCape Wynyard encourages exhibition applications from emerging, mid-career and established artists across all disciplines and visual art forms. We welcome solo and group shows.
Applicants must complete an **Exhibitor Application Form**, provide **Support Material**, and sign the **ArtsCape Exhibitor Display Agreement**.

Artist Details

Name/Group Name:
Address:
Phone:
Email:
Website (if available):
Social media links (if available):
ABN (if available):
Practice medium/s:

Exhibition Details

Title of exhibition:		
Number of works to be shown:		
Preferred month of exhibition:		
Will you be having an opening/launch?:	Yes/No	
If so, will you be having a guest speaker?	Yes/No	Name:
Will you require ArtsCape to help with;		
Installation	Yes/No	
Removal of works	Yes/No	
Promotion/Posters	Yes/No	

Support Material

Please provide your proposal as a separate document.

Your proposal should summarize the theme or description of the exhibition and your body of work. You might want to include your inspiration, and any aims and expectations you have of the exhibition. You should also include your Artist CV, and details on any previous exhibitions or awards.

Please include **5 high resolution digital images** of your work, including mediums and indicative pricing.

Exhibitor Display Agreement

Selection

Applications will be assessed for the exhibition selection committee, and approved exhibitors will be entered into the ArtsCape calendar.

ArtsCape Wynyard reserves the right to accept or decline any application. Decisions will be made based on fulfilling ArtsCape's aims of inclusion and diversity in promoting the arts in the local community.

Exhibition Duration

Each exhibition will run for 10 days, and include 2 weekends, unless otherwise discussed. It will be open from 10am - 2pm each day.

Sale of Artworks

A square card reader will be in use at the gallery during opening hours for any payments from buyers, which will go directly to the ArtsCape account. Buyers can also transfer payment directly into the Exhibitors account once a sale is agreed on.

Payment must be received from the buyer before any collection of artwork at the end of the exhibition.

For transfer of sales, and buyers direct payments, please provide your bank details below;

Name of Bank:
BSB:
Account No:
Name on Account:

Commission

Commission on any artworks sold during the exhibition are as follows;

ArtsCape Members 10%

No Members 15%

Total Commission on the sale of artworks is required to be paid to ArtsCape Wynyard within 1 week after the exhibition closes.

Exhibition Installation

- All artwork is to remain on display for the duration of the exhibition other than those sold to people who are not local to the NW Coast. The artist then has the option to place another item in the exhibition if they wish to.
- Artists are responsible for the installation and removal of their exhibition. If required, ArtsCape can provide help with installation / removal of artwork subject to prior agreement with ArtsCape. A hanging fee may apply.
- Supply of labels and the preparation of pictures ready for hanging (See page 7) will be the responsibility of the exhibitor.
- ArtsCape will provide picture hanging wires with hooks, and 3 plinths. All other exhibition installation requirements must be provided by the exhibitor.
- Due to the size constraints of the gallery and the number of hangers and hooks available it is advisable to pay a visit to ArtsCape and talk to one of the volunteers if you have not already done so.
- The ArtsCape floor plan can be used to help design the layout of your exhibition.

Exhibition Promotion

- Poster and invitation design, as well as exhibition catalogue, are the responsibility of the Exhibitor. However, upon request, ArtsCape can provide design assistance. The exhibitor will then be provided with an electronic file to distribute. ArtsCape will print a limited number of posters to put on the gallery boards. ArtsCape is not responsible for producing multiple copies or distributing printed posters and invitations.
- ArtsCape will send out invitations to the opening and exhibition information to all ArtsCape Members on our electronic mailing list. Invitations to Non-Members are the responsibility of the Exhibitor.
- The exhibition poster and all relevant information will also be highlighted on our website and on social media.
- An Artist statement will also be required to be displayed during the exhibition.

Exhibition Opening / Launch

- Exhibitors may wish to organise an official opening / launch for the exhibition. This is not compulsory but it is recommended, as many of the first sales are made during this event. It is also an opportunity to promote the exhibition in the media.
- ArtsCape committee members can assist with any planning of the event.
- It is the exhibitor's responsibility to arrange a guest speaker for the opening and co-ordinate this with ArtsCape. An ArtsCape Committee Member will preside over the opening and will welcome and introduce the artist and guest speaker.
- Exhibitors are responsible for food and drink arrangements. As ArtsCape is only equipped with a bar fridge food will need to be pre-prepared.
- Where alcohol is brought on site, the exhibitor must ensure there is a person with a current RSA qualification present. A copy of this must be provided to an ArtsCape Committee Member.
- The maximum number of guests at a launch cannot exceed 60 due to the environmental constraints of the space.
- A deck area at the rear of the building can be used as an overflow for opening night.
- ArtsCape is able to provide the following items: 3 x Trestle Tables, 3 small round tables, 1 x Urn, Crockery for tea and coffee (not supplied) and glassware for up to 50 people.
- Exhibitors are solely responsible for the set up and pack down of the launch as well as the cleaning of used crockery and glassware and leave the space as they found it.

Gallery Opening Times and Staffing

- Opening Times are 10: AM to 2: PM Daily.
- Staffing the gallery is the responsibility of the exhibitor.
- If you need assistance in staffing the gallery during opening hours please speak with our Volunteers Coordinator.
- Opening times outside normal hours will need to be approved by ArtsCape.

Security

- ArtsCape will ensure that item/s on display, outside of opening hours, will be locked and secure.
- ArtsCape recommends that owners continue to have their own item/s insured for fire, theft and damage, and that their insurer is notified in writing that the particular item/s is/are on exhibit within the gallery.
- Whilst all care is taken ArtsCape will not accept liability for loss or damage which occurs to any item/s whilst displayed on the premises. Artists will be notified immediately of any loss or damage.

AGREEMENT

I have read and understand the terms and conditions of the Artscape Exhibition display Agreement.

Signed _____

Date _____

Office Use

Date received _____

Application approved YES / NO

Picture Hanging Guide

Please follow diagram below when preparing pictures for exhibition.

Please use picture wire (preferably the clear plastic coated variety- available from framers) of the required strength when preparing work.

