

..... *supporting and promoting artists*

CARLTON GALLERY EXHIBITION CONTRACT

Conditions of Use

Thank you for exhibiting at the Carlton Gallery located in The Arts Junction, 36 Main Road 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.

CARLTON GALLERY EXHIBITING

Sales and Commission

35% + GST commission will be charged on works sold through and administered by the Carlton Gallery. From April to September 2022.

Pricing

The price of your work needs to include the gallery commission and GST (if applicable). This will be deducted from your sales. 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 Gallery Manager. 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 variety of print and social media with a mailing list of over 500 subscribers. Your exhibition will be promoted through our weekly e-newsletter and in the Katikati advertiser prior to the week of opening.

We will also promote your exhibition on The Arts Junction & Katikati Open Air Art Websites, Calendars, Facebook pages & Instagram posts and other community Facebook pages; Eventfinda and Neighbourly. Any further advertising can be discussed but maybe at the exhibitors or artist's responsibility and cost.

Please ensure you 'like' The Arts Junction & Katikati Open Air Art Facebook pages. 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

Set Up Day:

The Caretakers will instruct you what time to arrive, normally a Sunday at 2:15pm 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 Gallery Manager.

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 as 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 reserves 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, and steward costs.

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 - 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. Space could be arranged to run small classes alongside your exhibit.

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 at 2pm on the last day of your exhibition. All unsold works must be taken away by you.

If your works remain uncollected 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 that 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 from info@katikatiopenairart.co.nz to determine gallery availability if you have not already secured your exhibition dates.

After negotiating your exhibition dates this page 'Booking Your Exhibition' is to be signed, with bank account details included and then handed to the Carlton Gallery Manager or emailed back to info@katikatiopenairart.co.nz to confirm your understanding of the T&C and secure your exhibition dates.

We ask for your bank account number now for speedy payment of your Gallery sales.

Bank Account Details:

Bank number	Branch number	Account number	Suffix number

ACCEPTANCE OF EXHIBITION TERMS AND CONDITIONS

Exhibition Dates:
Title of Exhibition:

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

Name:	Signature:	Date signed:
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Carlton Gallery @ The Arts Junction

36 Main Road, Katikati, Western Bay of Plenty, 3129

Phone: 021 09141275 - Carlton Gallery Manager

07 549 5250 - The Arts Junction

Email: info@katikatiopenairart.co.nz

Artists promoted on Websites: www.katikatiopenairart.co.nz & www.TheArtsJunction.org.nz & in the Katikati Advertiser, Community Facebook pages, Instagram, Main Street noticeboards & CBOP.