



Inverloch Art School welcomes artists and curators to propose an exhibition under the following guidelines.

The Proposal

Potential exhibitors should have a clear concept and include the following:

- An explanation of the exhibition, including the concept, mode of presentation and mediums used.
- An exhibition title
- A physical description of how your art will work in the space, install requirements, pragmatic details including timeline and budget
- Opening hours
- Include a selection of relevant images. This could be works in progress, drawings or images of previous similar works and past works.
- Support material can include a short bio or CV separately (note this should be art-focused and include any exhibitions, awards, relevant experience, curriculum vitae / biography of your training)
- An indication of the price range for the works
- What are your preferred exhibition dates?
- Please note that the duration of exhibitions is a minimum of 2 weeks, and a maximum of six weeks. We will do our best to accommodate you on your preferred dates, but please be aware that some flexibility may be required.

Artist Responsibilities

- **Installing and de-installing** the exhibition
- **The operation and opening hours** of the gallery will be the artists' responsibility as will opening and securely locking the premises.
- **Hours and Duration of Exhibition**

These will be determined by the exhibitor/s and confirmed by IAS once an agreed date for

the exhibition has been made and a contract has been signed.

- **Marketing**

It is the exhibitor's responsibility to produce a poster and flyer. Exhibitors are encouraged to make maximum use of their own networks to promote their exhibitions. IAS will use the flyer as an Invitation to send to its database.

A sandwich board is available for street level.

All publicity material must be approved by the IAS exhibition committee prior to printing and must incorporate the use of the IAS logo (which we will send to you).

- **Opening Night**

Exhibitors are responsible for the provision of refreshments, food, serving trays, glassware and any other items they may need for their opening celebration. It is a good idea to enlist the help of friends for this. All areas in use must be cleaned up at the end of the night. Information to support the show such as price lists, catalogues and any other display information about the exhibition (to assist the viewer in understanding the works) will be the responsibility of the exhibitor(s).

- **Insurance**

The exhibitors' are to seek their own cover for any insurance of works. IAS does not accept liability in case of any theft or damage.

- **Health and Safety**

The exhibitor is responsible for ensuring that the installation of their exhibition will not endanger the public visiting the gallery.

- **Display**

All works must be displayed to professional standards. IAS reserves the right to exclude any work deemed unsuitable. The exhibitor is responsible for packing all art works into the gallery space, deciding on layout and the installation of works. We can also assist if required. The exhibitor must remove all artwork from the gallery on de-installation day. Inverloch Art School is used for classes, workshops and other private events.

This gives your exhibition additional exposure and profile. Care will be taken not to hinder or obstruct the exhibition.

- **Gallery Install**

An IAS director will meet you to discuss exhibition layout and hanging techniques. The exhibitor is required to bring their own hanging equipment (eg; hammer, nails...)

- **Gallery De-Installation**

The exhibitor must remove all work from the gallery the day after the exhibition ends. Nail holes must be filled, sanded and repainted. IAS does have some equipment for this such as rollers, paint trays & drop clothes. This must be requested in advance. If for any reason the exhibitor is unable to do this, the Condition Bond will be forfeited.

- **Security**

A security code to IAS's front door, specific to the duration of the exhibition, will be given on installation day. It is the exhibitor's responsibility to ensure the building is securely locked and alarmed each night.

Exhibition Fees

- The exhibitor/s shall pay a total fee of \$160 to exhibit. This cost includes power, internet and use of the eftpos terminal.

- **Condition Bond**

There is a \$200 refundable bond (payable by 21 days prior to the exhibition's installation), subject to the gallery being left in an approved condition after de-installation.

- **Deposit**

There is a \$150 deposit immediately payable upon a proposal being accepted and an exhibition date confirmed. This deposit will go towards the first week of rent. If the exhibition is later terminated at the exhibitor's request, then this deposit is non-refundable.

- **Sales**

The sale price for all work must include the payment to the artist, GST, plus Inverloch's commission of 25 percent. Eftpos related sales will be directly debited into the Inverloch Art School account. IAS will pay the exhibitor any sales made into their nominated bank account no more than 30 days after the exhibition ends. It is the exhibitor's responsibility to keep receipts of sales made through IAS's eftpos as this will be the basis for reimbursement. The exhibitor/s are responsible for any GST payments to IRD on their sales made.

Exhibitors Name: _____

Email: _____

Mobile: _____

Signature: _____

Date: _____

IAS Name: _____

IAS Signature: _____

Date: _____

Please email your completed proposal to

inverlochyartschool@gmail.com

It is helpful if everything is sent (including images) as a single PDF document.

If you are unable to email a PDF, please post or deliver your proposal to:

Inverlochy Art School, Attn: Exhibitions, 3 Inverlochy Pl, Te Aro, Wellington 6011