

Exhibition Proposal Application Guide

Thank you for your interest in holding an exhibition with the Feilding and District Art Society in 2022. Please use this form to present to us your proposal for an exhibition – should you have any questions, please email manager@feildingartsociety.com.

What to Include in Your Application

We would like to hear from individuals and groups working in a range of disciplines, from raranga, to painting, sculpture, and anything in between. We also seek to ensure that our exhibition program represents our community and the audiences within it. We therefore ask that you please include the following in your proposal:

- The names of all artists/groups involved
- A bio for each artist involved, in either text or video format
- The name of your exhibition
- A detailed description of your exhibition concept
- The medium(s) and style(s) of works to be exhibited
- A minimum of **five** high-resolution images of work completed in the last 12 months
- An indication of the number of works to be exhibited
- Exhibition spaces to be used
- Any special installation requirements
- Target audiences (if appropriate)
- Whether you would like to run any public programming (e.g. artist talks, classes or demonstrations) alongside your exhibition
- Whether you would like to hold an opening or closing event

Application Process

Applications are reviewed by the Art Centre Manager on a monthly basis and applicants will be advised of the outcome of their application shortly afterwards.

We will not be able to accept additions or amendments to applications once received, so please ensure you include everything there – the more information, the better!

When reviewing applications, we seek to ensure a wide range of artists are represented. We also want to ensure we present a varied program which appeals to a large cross-section of the community. If your application is declined, we are happy to offer feedback upon request, so that you may increase your chances of selection in the future.

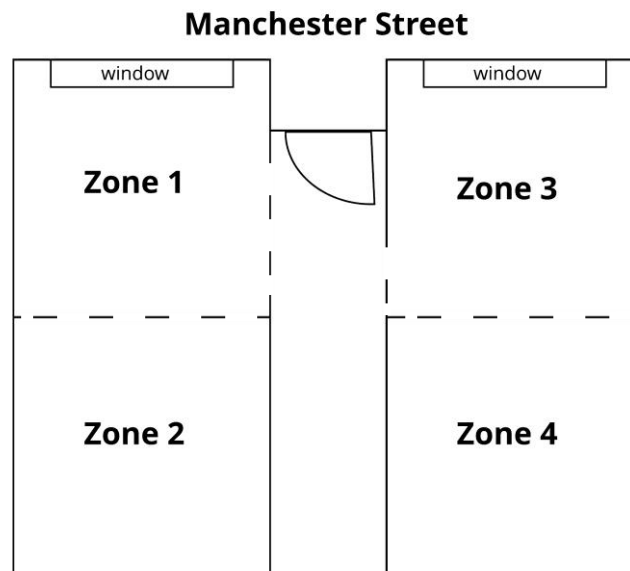
Factors to Consider in Your Proposal

Exhibition Spaces

The Art Centre is divided into the following four zones. A non-refundable gallery rental fee of \$30 per zone per week applies to all bookings. A minimum rental fee of three weeks applies, irrespective of exhibition duration. A maximum of three zones may be rented at any one time.

Please ensure your proposal includes detail on which zones you would like to use – if booking only one zone, the Feilding and District Art Society may offer another zone to an artist whose exhibition will run concurrently.

Note: proposals including public programming may wish to use our upstairs workshop space. A separate fee schedule applies to the use of the workshop area. Please contact manager@feildingartsociety.com if you would like more information.



Note: Plan is not to scale. Solid lines indicate permanent walls, dotted lines indicate the boundaries between zones

Zone 1: This zone has windows onto the street and permanent wall space of 7 metres.

Zone 2: The rear of the Art Centre, this zone has a slightly lower ceiling height and no street frontage, but double the wall space of Zone 1

Zone 3: Most suited to craft and object displays, this zone has permanent shelving on the interior walls.

Additional display space: The Art Centre has free-standing screens, a range of different sized plinths, and display easels available for use at no extra charge.

Advertising

The Art Centre will do the following advertising on your behalf:

- Design and provide 10 x A4 exhibition posters for the artist to distribute
- Display posters in the Art Centre window, the Feilding Information Centre and council noticeboards in Feilding
- Priority posts on the Neighbourly community noticeboard
- Eventfinda listing – which is also published on the Feilding Information Centre and Palmerston North Information Centre's websites
- Facebook posts advertising your exhibition on the Feilding and District Facebook and Instagram pages
- Generic exhibition advertisements on The Breeze FM – wording specific to your exhibition can be incorporated into a radio ad but this must be included in your proposal

While we do some advertising for you, the most successful exhibitions are always the ones where the artist applies effort to promote their own exhibition. You may wish to include a communication strategy as part of your proposal.

Original Works

The Feilding and District Art Society specializes in exhibiting original artwork. If your exhibition includes open edition prints, giclees, or digital reproductions, please note this in your application.

Sales

In general, all artwork exhibited at the Art Centre is for sale. On or before the date of install, we will require a full list of works to be exhibited alongside their sale price, which should factor in GST and our commission.

Commission on artwork sales is 30% for members of the Feilding and District Art Society or 40% for non-members.

We welcome proposals from exhibitors who do not wish to sell works during their exhibition. However, an advertising fee of \$50 per week, per zone, applies where more than 30% of artworks in an exhibition are not for sale.

Payment for sales

Payment for the sale of artwork, minus commission, will be paid to the artist via direct debit on the 20th of the month following the completion of the exhibition. On occasion, artwork is purchased via layby and in this instance the payment to the artist will be made on the 20th of the month following the final payment from the purchaser.

Please note: sold artworks remain on display until the completion of the exhibition. After the exhibition, sold artworks are stored at the Art Centre until the purchaser collects them.

Exhibition Installation

We ask that you make an appointment to meet with us at the Art Centre in the week leading up to your exhibition to discuss your exhibition layout and which display infrastructure you might require.

It is a requirement that before you bring your exhibition artwork to the Art Centre, it is finished and ready for hanging, complete with D-rings and cord. Nails are not to be used for mounting artwork to walls.

Each item must also have a swing tag attached with the artist's name, name (or number) of the artwork, medium and full selling price. Fibre work must have a care and content label attached.

On the day of your exhibition set-up, the Art Centre Manager and/or a volunteer from our exhibition team will be available to provide assistance and advice. However, it is your responsibility to set up the exhibition.

Insurance

The Feilding and District Art Society will take all care but accepts no responsibility for any loss or damage which may occur to your works. Artists should arrange their own insurance.

Timeline

The Art Centre is run largely by volunteers who very generously give their time to ensure the success of your exhibition. Many of their volunteer hours are fitted in around jobs, family, art practices and other commitments.

For this reason, we ask that once your exhibition is confirmed, you adhere closely to the timeline, particularly the exhibition install and bump-out dates.

If Your Application is Successful

If your application is accepted, you will be required to pay the gallery rental fee to secure your booking. The fee must be paid within 4 weeks of your application being approved.

Once the fee has been received, we will contact you to confirm the exhibition. At that time, we will also ask that you advise of available dates for install, pack-down, opening or closing event, and any public programming included in your proposal.

We also ask that, at least one week prior to your exhibition, you provide us with the final list of artworks and their prices, as well as your bank account details.

Should your application be successful, it is also encouraged that you set aside some time during the course of your exhibition to be on Desk Duty. Shifts are three hours in length and are a great opportunity to promote your work to our visitors. Advise the Art Centre Manager of any availability you may have, and an induction will be arranged at the time of install.