

# Exhibition Guide

Thank you for your interest in holding an exhibition with the Feilding and District Art Society. Please use this form to help you create an exhibition proposal for submission to our online portal at [www.feildingartsociety.com/exhibit](http://www.feildingartsociety.com/exhibit).

## What to Include in Your Proposal

We would like to hear from individuals and groups working in a range of disciplines. 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<sup>1</sup>
- A bio for each artist involved – this can be in text, audio, or video format
- The name of your exhibition
- A detailed description of your exhibition concept – what story are you telling?
- The medium(s) and style(s) of works to be exhibited
- A **minimum of five high-resolution** images of representative artworks
- An indication of the number of works to be exhibited
- Exhibition zone(s)/space(s) preferred
- Any special installation requirements
- Details of any artist talks, classes or demonstrations you would like to run alongside your exhibition (e.g. proposed time, date, price)

We expect applicants to have a fully developed exhibition concept at the time of applying, as this will make completing the application form much easier. If your concept is still in progress, we encourage you to book a brainstorming session with the Manager before submitting your application. Otherwise, we may get in touch to help further develop your proposal.

Once your concept is confirmed and contracts are signed, changes to your application should be minimal. Please include as much detail as possible in your proposal to ensure a smooth process.

If you're unsure what to include, or would like to discuss your idea before filling out the application, you can arrange an informal meeting by contacting [manager@feildingartsociety.com](mailto:manager@feildingartsociety.com).

## The Application Process

Once your exhibition proposal has been submitted, it will be automatically forwarded to the Art Centre Manager for review. All proposals are assessed within one month of receipt and evaluated according to the Feilding and District Art Society's exhibitions policy.

Applicants will be notified of the outcome within six weeks. If your proposal is accepted, and no further discussion is needed, you will be asked to sign an exhibition agreement.

If your application is not successful, we're happy to provide feedback upon request to support your chances of future selection.

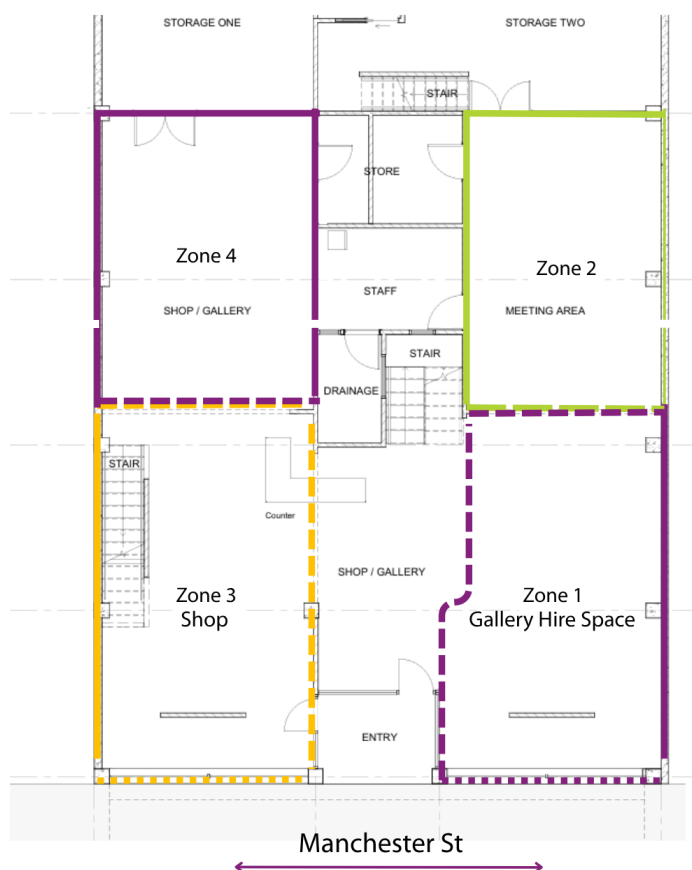
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<sup>1</sup> If yours is a group exhibition, please choose one person as your key point of contact and submit one proposal.

## Guidelines to Exhibiting

### Exhibition Spaces

The Art Centre is divided into four zones, two of which are available to hire for exhibitions. Exhibition pricing varies according to the space required, so your preferred zone should be indicated on your application.<sup>2</sup>



**Gallery Zone Map**  
**The Feilding Art Centre**

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

**Zone 1:** Our premier display space with windows onto the street and permanent wall space of 7 metres, with scope to increase hanging space by adding display screens and plinths. Hire is \$60 per week, with a minimum charge of 4 weeks, \$240. For extra space, zone 2 may be hired in addition to zone 1.

**Zone 2:** This display space is ideal for first-time exhibitors. It is a multi-use space which will be shared with workshops and meetings during your exhibition. It has permanent wall space of approximately 14 metres. It costs \$30 per week with a minimum charge of 4 weeks \$120 (unless otherwise agreed).

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<sup>2</sup> if you are booking only one zone, the Feilding and District Art Society will offer another zone to an artist whose exhibition will run alongside yours.

### **Zones 3 & 4:**

Usually reserved for our retail space and large group exhibitions, as such are not available for general hire.

### **Display infrastructure in Zone 1:**

The Art Centre has up to 8 free-standing screens, each of which adds approximately 1.2 metres of hanging space (walls are 1830mm H x 920mm W). We can also supply plinths and easels available for use at no extra charge (subject to availability). Please communicate the display items you wish use as soon as possible, preferably in your proposal as 'special installation requirements', to ensure these are available when you need them.

### **Workshop Spaces**

Proposals including public programming may require that you use our upstairs workshop space. A separate fee schedule applies to the use of the workshop area. Please contact [manager@feildingartsociety.com](mailto:manager@feildingartsociety.com) if you would like more information.

### **Original Works**

The Feilding and District Art Society specializes in exhibiting original artwork. If your exhibition includes prints or photographs, you must provide details of medium and process, and each piece must be signed and numbered.

### **Exhibition Installation**

All pieces must be installation-ready. This means; finished, dry, well-presented and meeting the consumer standards for sale. The Feilding and District Art Society reserves the right to exclude any artworks deemed unsuitable for display.

- Framed or canvas works must have D-rings and cord attached for hanging (artists will be charged a fee of \$10 per artwork that needs to be re-strung for them)
- Each artwork must include a swing tag with the artist's name, title of the work, medium, and full selling price (including art centre commission).
- Fibre works should have a care and content label securely attached.

Before submitting your proposal, please book an appointment with the Art Centre Manager to discuss your layout and installation requirements.

Artists are responsible for the overall presentation of their exhibition and must be present during installation. However, the Art Centre Manager will support you and your team throughout the process - installation is a collaborative effort. Please keep safety and courtesy in mind, especially in shared spaces with other exhibitors or visitors.

As curator, note that the Manager will have final approval of the exhibition display once installation is complete. Some final adjustments may be made at that stage to ensure the presentation meets Centre standards.

## Advertising

**You are responsible for advertising your Exhibition.**

Good advertising includes:

- Delivery and display of posters around the district
- Printing and delivery of Flyers (the poster PDF can be made available for your use)
- Social media posts
- Email invitations
- Cards, Postcards and/or Prints of art that can be sold in the shop at the same time as your exhibition (presented to our standard and priced).

The Feilding and District Art Society will provide some complementary advertising as part of your exhibition.

This includes:

- Designing and printing up to 40 A4 exhibition posters for you to distribute
- Posts on local community noticeboards
- Listings on Eventfinda and Feilding.co.nz
- Sponsored posts on Facebook and Instagram
- Radio advertising on Media Works frequencies

All promotional material will be based on the information provided in your application proposal, so **please ensure your proposal includes plenty of detail, and high-quality images** suitable for public distribution.

Don't forget to:

- Like and Share any posts you see on our Facebook and Instagram
- tag us in yours so we can share them.

## Opening Event / Meet the Artist / Closing Event

Artists are encouraged to host an official opening to celebrate their exhibition. If this isn't your style, a 'Meet the Artist' day, or a closing event is also a great alternative.

Once your proposal is approved, the Art Centre Manager will confirm availability for your chosen event.

Catering is expected to be organised by the artist, though you're welcome to use the Centre's supply of tablecloths, crockery, cutlery, and glassware. A member of the Art Centre team will be on hand to assist with setup and sales.

## Insurance

Artists should arrange their own insurance. The Feilding and District Art Society accepts no responsibility for damage caused during installation, display, or de-installation.

## Sales

All artwork exhibited at Feilding Art Centre is for sale unless otherwise agreed in writing. At least 90% of your exhibition pieces are expected to be for sale. Commission on artwork sales is 30% for members of the Feilding and District Art Society or 40% for non-members. If any of the works included in your exhibition will not be for sale, this must be noted in the proposal.

## **Payment for Artwork Sales**

Payment for the sale of artwork, less commission, will be paid to the artist via direct debit on or before the 20<sup>th</sup> of the month following the sale. Please ensure you advise Feilding Art Centre's Manager of your bank account details before the end of the exhibition to avoid delayed payment.

On occasion, artwork is purchased via layby and in this instance the payment to the artist will be made on the 20<sup>th</sup> of the month following the final payment from the purchaser.

## **Timeline**

If your exhibition application is successful, you will be advised of key dates and milestones. It is essential that these dates be followed, especially the exhibition install and de-installation dates. The Feilding and District Art Society reserves the right to reschedule or cancel any exhibition where milestone dates are not met.

## **Volunteering**

Feilding Art Centre is largely run by volunteers, and exhibiting artists are encouraged to donate some time to desk duty during their exhibition. Being on desk duty is a chance to meet our visitors, promote your art, and learn about the other artists involved in the Society. If you indicate availability to volunteer during your exhibition, available shifts will be communicated to you at the time of exhibition installation, and training will be provided.

## **If Your Application is Successful**

If your proposal is accepted, you will be advised via email and sent the following documents:

- Exhibition contract
- Gallery hire invoice

Should the dates offered be suitable, you will need to sign the contract and pay the gallery hire invoice in full. Only then will your exhibition be considered booked.

From this point we will continue with communication and planning until the Exhibition is complete.

## **Following Your Exhibition:**

There will be an opportunity to provide feedback and to receive a reference for any future funding or exhibitions.