



# Exhibition Proposal Application 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) to be used
- 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 will not be able to accept additions or amendments to applications once they have been submitted, so please include as much detail as possible in your proposal. If you are not sure what to include in your proposal, or would like to discuss your idea before completing and application, please contact [manager@feildingartsociety.com](mailto:manager@feildingartsociety.com) to book an informal meeting.

## Application Process

Once you have submitted your exhibition proposal, it will automatically be forwarded to the Art Centre Manager for review. All applications are reviewed in the last week of each month and assessed against the Feilding and District Art Society's exhibitions policy. Applicants will be advised of the outcome of their application in the first week of the *following* month, and required to sign an exhibitions agreement.

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.

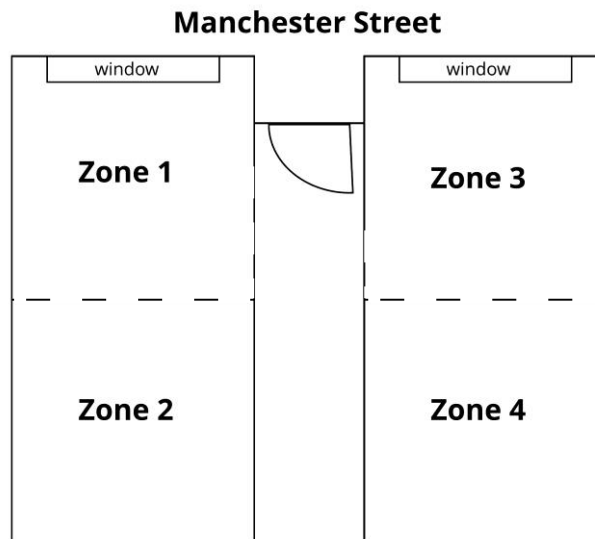
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<sup>1</sup> If yours is a group exhibition, please choose one person as your key point of contact and submit one proposal.

# Guidelines

## 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>



*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 \$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 \$120.

**Display infrastructure:** The Art Centre has free-standing screens, each of which adds approximately 2 metres of hanging space. We can also supply plinths and easels available for use at no extra charge (subject to availability).

## 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.

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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.

## **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**

The Feilding and District Art Society reserves the right not to display any artworks deemed unsuitable for installation. You are encouraged to make an appointment with the Art Centre Manager to discuss your layout and installation requirements before submitting a proposal.

All artworks to be installed must be ready for display, meaning framed and canvas works must have D-rings and string attached. All works should also be individually labelled with a swing tag detailing the artist's name, artwork title, medium and full selling price. Fibre work must have a care and content label attached.

Each artist is responsible for the overall look of their exhibition and must be available for installation.

## **Advertising**

The Feilding and District Art Society provides 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.

## **Opening Event**

Artists wishing to hold an official opening are able to do so. The Art Centre Manager will advise of availability for an opening event should your proposal be approved. Catering is to be arranged at the artist's expense.

## **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. 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 number 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 bump-out 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.