**Application for Artist’s Membership**

To exhibit your work for sale in Gallery 2 of Te Huanui you need to become a current Artist Member of the Malvern Community Arts Council. This membership lasts for a calendar year.

As an Artist Member you have the opportunity to display your work in the popular and attractive Gallery 2, and you will receive MCAC newsletters and invitations to Te Huanui previews and special occasions, as well as discounted ticket prices to designated events.

The conditions under which your work would be displayed in Gallery 2 are attached.

To become an Artist Member of the Malvern Community Arts Council, first please provide your contact address or email, along with several images/photos of your work by email to [mcac.arts@gmail.com](mailto:mcac.arts@gmail.com) or post to: Malvern Community Arts Council Inc., PO Box 1, Darfield 7541.

After you have been advised that your application has been approved, please provide your full details below, return these to MCAC by email or post and pay your Artist Membership fee.

**Name:**

**Address:** **Post code**:

**Email:**

**Phone:**

**GST No. (if registered):**

**Bank account for proceeds of sales:**

*(Direct credit is the preferred method of payment.)*

**Annual MCAC Artist Membership is $35.00 + $5.25 GST = $40.25**

You may pay your membership in one of the following ways:

1. **Direct credit** (preferred option) **2. By EFTPOS** at the Gallery  
   to MCAC account 38-9012-0684674-00 (be sure your payment is recorded  
   Reference: Artist Member and your **name**  on the Sales Record sheet.
2. **Post a cheque** to Malvern Community Arts Council Inc., PO Box 1, Darfield 7541  
   Make your cheque payable to: MCAC Inc.

If you wish a receipt, please email [treasurer.mcac@xtra.co.nz](mailto:treasurer.mcac@xtra.co.nz)

***Now deliver your work to the Gallery.***

**Conditions of Exhibiting/Displaying Artwork**

**in Te Huanui**

1 Artworks must normally be recent original work of the artist. Prints and photographs must be numbered from a limited edition.

2 All artworks must be for sale and priced including Gallery commission and GST (if applicable) unless previously agreed with the Gallery Committee.

3 Display – All paintings, etc. must be professionally framed ready to hang, complete with cord.

4 Labelling – All items must have a title, medium, name of exhibitor and selling price printed on the back of the item. Any specific instructions should be attached to the exhibit.

5 Freight – Works not being collected from the gallery must have return freight prepaid. MCAC will not cover the cost of freight. All works consigned to the Gallery must be securely packaged; the same packaging will be used for the return of artworks.

6 Liability/Insurance – Insurance of work to and from the Gallery and for the duration of the exhibition is the sole responsibility of the exhibitor. While all care will be taken with work, the MCAC will not accept responsibility for loss or damage. No insurance cover is provided.

7 The Malvern Community Arts Council reserves the right to choose the artworks to be exhibited/displayed.

8 Please ensure that work matches that listed on your submission form.

9 As Te Huanui has little storage space, artworks must be collected on the date specified or a storage fee may be charged.

1. A commission of 25% (plus GST) of the stated selling price will be deducted on all sales. The proceeds of sold works (less commission and its GST) will be paid to your nominated bank account or by cheque by the 20th of the month following receipt of payment for the work.
2. All exhibitors are required to be current Artist Members of MCAC. This provides the opportunity for selected work to be displayed for sale in Gallery 2.
3. Artist Members also receive MCAC newsletters and invitations to Te Huanui previews and special occasions, as well as discounted ticket prices to some major events.