

**Application for an Exhibition at Te Huanui**

**To the Gallery Committee, Malvern Community Arts Council**

I wish to apply to mount an exhibition in Gallery 1. I understand that each exhibition is about one month long and confirm I have read and accepted the terms and conditions under which artwork is exhibited/display in Te Huanui. I am aware of the fee associated with an exhibition.

**My medium is:**

**I would prefer:** [ ]  a solo exhibition, or an exhibition with

 [ ]  one, [ ]  two or [ ]  three other artists

I have attached:

* Two photographs illustrating my work
	+ - * A résumé of previous exhibitions and other experience.

My contact details are:

**Name:**

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

**Email:**

**Phone:**

**Signed:** **Date:**

Please return this application form by email to mcac.arts@gmail.com of by post to MCAC PO Box 1, Darfield 7541.

You will be advised as to the status of your application when it has been considered by the Gallery Committee. Thank you for considering exhibiting in Te Huanui.

If you have any questions regarding this application contact mcac.arts@gmail.com

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**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.



**Schedule of Fees for Exhibiting in Te Huanui**

Artists

Exhibition Fee

Administration

GST

Sub- total

Fee

GST

Sub-total

**Total**

per Exhibition

Fee ($)

Fee ($)

$

1

201.52

25.00

33.98

260.50

35.00

5.25

40.25

$300.75

2

101.52

25.00

18.98

145.50

35.00

5.25

40.25

$185.75

3

67.17

25.00

13.83

106.00

35.00

5.25

40.25

$146.25

4

49.35

25.00

11.15

85.50

35.00

5.25

40.25

$125.75

Exhibition

MCAC Artist Membership

As an example, for an exhibition with 3 artists, each artist pays $140.50 towards the costs of mounting the exhibition and for an Artist Membership of MCAC.

Exhibitors who are current Artist Members of MCAC only pay the exhibition costs.

An invoice for the appropriate fees will be issued by the MCAC Treasurer close to the opening date of each exhibition.