



Terms and Conditions for Exhibiting at Northland Society of Arts Incorporated (NSA Inc.) Reyburn House Art Gallery

Preamble

The NSA Inc. retains at all times its ownership and control of the use of its premises, its unlimited access to, and supervision of its gallery, and for the purpose of conducting its business.

1. Exhibiting

- 1.1 These terms and conditions must be read, accepted and signed before an exhibition can proceed.
- 1.2 Exhibitors are invited to inspect the exhibition space at Reyburn House gallery to consider with the NSA Inc. the type, medium and number of artworks to be submitted.
- 1.3 All artworks must be the original and sole work of the artist.
- 1.4 Gallery staff are responsible for the final display of the exhibition and reserve the right to refuse to exhibit works considered unsafe or unsuitable to accommodate in the gallery environment.
- 1.5 The minimum length of time for an exhibition is THREE weeks. Shorter periods can be negotiated by special arrangement.
- 1.6 Four main rooms are available for exhibiting. Two green rooms, two blue rooms, and the French door foyer. Some remaining gallery space is also available subject to negotiation.
- 1.7 Exhibition dates, opening and catering, if this applies, will be made by prior arrangement. The NSA's requirement for access to the gallery, kitchen and the care and cleaning up of the facilities afterwards, will be met. The costs of the catering/drinks will be met by the exhibitor.
- 1.8 All unsold artworks are to be removed immediately following the closure of the exhibition, unless alternative arrangements have been made.
- 1.9 Any work not collected after the close of the exhibition will be disposed of at the NSA's discretion.





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2. Fees and Payments

2.1 Exhibition fees are as follows and are to be paid prior to an exhibition or a modified payment schedule may be agreed to by NSA Inc. and the exhibitor.

2.1.1 Non-NSA Members

2.1.1.1 \$270 for the full gallery (4 rooms) PER WEEK plus \$150 publicity. (see below)

2.1.1.2 \$70 per room PER WEEK plus \$150 publicity. (see below)

2.1.2 NSA Members (20% discount)

2.1.2.1 \$216 for the full gallery (4 rooms) PER WEEK plus \$150 publicity. (see below)

2.1.2.2 \$56 per room PER WEEK plus \$150 publicity.(see below).

2.2 Commission

2.2.1 25% commission on all artworks sold (plus GST on commission only)

2.3 Payment

2.3.1 Providing payment for artworks has been received, exhibitors are paid on or around the 20th of the month following the closure of the exhibition.

3. Publicity

3.1 The NSA Inc. produce its own poster for each exhibition. This requires a two week lead time.

3.2 To provide this service Artists are required to supply the following:-

3.2.1 A title for their exhibition.

3.2.2 Photographs of artworks that may be used for the publicity poster, to be sent by email to meet the requirements of the NSA Inc. website.

3.2.3 An artist's resume suitable for display in the gallery along with any complimentary explanatory text about the exhibition.

3.2.4 The gallery reserves the right to photograph works for promotional purposes.



4. Submission of Artworks

4.1 Insurance

- 4.1.1 Insurance is the responsibility of the exhibitor/artist.
- 4.1.2 The gallery has a 24 hour monitored security system, alarms and CCTV cameras, however the Society accepts no responsibility for loss or damage of any exhibit, during transit or while the work is in the NSA Inc. Reyburn House Gallery.

4.2 Delivery

- 4.2.1 Artworks are to arrive at the gallery four days prior to the opening date during gallery opening times or by arrangement with the gallery staff.
- 4.2.2 Artwork must be accompanied by a full inventory.(see attached form).

4.3 Labelling and Display

- 4.3.1 All artworks must be ready for display. A professional standard of presentation is essential.
- 4.3.2 All artworks are to have a hang tag as well as a label on the back detailing the artist's name, title of work, medium and selling price of work.
- 4.3.3 All hanging artworks must be ready for display using a method that allows the art to hang flat against the wall and a cord/wire securely fitted for hanging from a nail.
- 4.3.4 Special consideration for display of particular artworks will be discussed the exhibitor.

Continue overleaf to accept and sign the agreement....





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I hereby agree to the conditions listed above and confirm my exhibition at Reyburn House Art Gallery with the Northland Society of Arts.

name:

postal address:

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phone: ()

e-mail:

approximate number of works:

proposed exhibition dates:

opening date:

title of exhibition:

SIGNED:

DATE:
 day month year

