



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

**The NSA Inc. retains at all times its ownership and control of the use of its premises.**

All works submitted for exhibition must be original and the sole work of the artist(s) and must be signed.

The art medium/media to be submitted will be considered on an individual basis for each exhibition and agreed to jointly by the artist(s) and the NSA Inc.

**NSA's RIGHT TO HANG:**

Gallery display staff are responsible for the final exhibition display and reserve the right to decide which work will or will not be displayed in Reyburn House Art Gallery. The NSA also reserves the right not to hang, display or set up works considered unsafe to display or are an unsuitable weight for the nature of the gallery's walls /floors.

Please note, all exhibitions will hung on a Monday, whilst the Gallery is shut, please take this into account when choosing exhibition dates.

**FEES:**

The fees indicated below provide for the professional display of your work.

The fee is due three weeks before the opening of the exhibition, except in cases where an exhibition is arranged close to its opening, and a modified payment schedule is agreed to by both the NSA and the exhibitor.

The minimum length of time for an exhibition is THREE weeks, unless special circumstances apply and agreement is reached with the NSA Inc.

Exhibiting galleries are the four pale blue rooms. Other areas at the society's discretion.

Fees for a non-NSA Member:

Whole gallery- (that is 4 rooms) at \$200 a week

Individual room- \$50 per week

Fees for a NSA Member:

Whole gallery- (that is 4 rooms) at \$120 a week

Individual room- \$30 per week

Commission:

25% on all works sold (plus GST on commission only)

Advertising & Admin Fee: \$10 per room per exhibition. (not per week)

**PUBLICITY:**

Title for the show, artist résumé details, photographs and description of work, suitable for publicity purposes, are to be made available in sufficient time to allow advance publicity to be arranged (allow approximately 3 weeks prior to the opening date). The NSA Inc., arranges photography of work so that it is in the correct digital format.



## **LABELLING AND HANGING PREPARATION:**

A professional standard of presentation is essential.

**Note:** *Some exhibitions may have a size restriction for the works. If this is stipulated as a condition of entry, the instruction must be adhered to.*

Framed works should have correct framing tape for sealing on the back. All work must have a swing label with the artist's name, title of the work, medium, price and also be labelled on the back of the work. The same identification applies to non-hanging work and attached where practicable.

**Note:** *When pricing your work for exhibition, please price it with the exhibition sale price.*

With the exception of metal frames and unframed works, all hanging items must be ready for hanging with secure fittings. D Rings should be attached (avoid screw eyes) with strong cord or wire to support the weight of the piece. The cord/wire must be tight enough to ensure upright, flat fitting against the wall, and attached to the D rings approximately 10cm from the top of the frame.

## **DELIVERY OF EXHIBITION WORK:**

**Note:** *Paintings must be completely dry when delivered.*

Work for exhibition is to be delivered to Reyburn House, Reyburn House Lane, Town Basin, Whangarei, two days prior to the opening date, (or by arrangement) along with the full catalogue of the submitted artwork: artist's name, title of work, medium, selling price.

Gallery hours are 10am - 4pm Tuesday to Friday, and 10am - 2pm Saturday and Sunday.

## **INSURANCE:**

Insurance is the responsibility of the exhibitor.

The Gallery is protected by a 24-hour monitored security system, alarms and CCTV cameras, and while all care is taken during the exhibition, the Society cannot be responsible for any loss or damage during transit or while the work is in the NSA Reyburn House Art Gallery.

## **OPENING OF EXHIBITION (if there is to be one):**

A proposed format for this and catering arrangements will be discussed, and agreement reached with the NSA Inc., well in advance of the occasion. The NSA's requirements for access to the gallery kitchen, and the care and cleaning up of the facilities afterwards, will be met. The costs of catering/drinks will be met by the exhibitor.

## **REMOVAL OF EXHIBITION WORK:**

All unsold work must be removed from the Gallery immediately following the closure of the exhibition (unless a prior arrangement has been made). **The Gallery has very limited storage space, and any work not collected within (one month) after the close of the exhibition will be disposed of at the Society's discretion.**

## **PAYMENT FOR WORKS SOLD:**

Providing payment has been received for work sold, the exhibitor will receive payment about the 20th of the month following closure of the exhibition. (NSA does encourage lay-by to help with sales.)





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

## TERMS AND CONDITIONS AGREEMENT *to be signed by exhibitor*

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

<b>Name:</b>	
<b>Postal Address:</b>	
<b>Phone number:</b>	<b>Email:</b>
<b>Approximate number of works:</b>	
<b>Proposed exhibition dates:</b>	<b>Opening night event (if wanted):</b> <i>Date:</i> _____ <i>Time:</i> _____
<b>Signature:</b>	<b>Date:</b>

### GALLERY USE ONLY:

<b>Allocated rooms:</b> (circle)	Foyer	Gallery 2 front	Gallery 3 front	Gallery 4 rear	Gallery 5 rear	Corridor
<b>Membership status:</b> (circle 1)		NSA			Non-NSA	
<b>Room Rate:</b> <i>Cost per room per week</i>		\$30			\$50	
<b>Number of exhibition weeks:</b>						
<b>Advertising &amp; Admin:</b> <i>\$10 per room</i>	\$					
<b>Total to pay:</b> ([Number of rooms] x [Room rate] x [Number of exhibition weeks] + [Advert/Admin])	\$					

<b>Date payment received:</b>	<b>Receipt number:</b>	<b>Amount received:</b> \$
-------------------------------	------------------------	-------------------------------





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

---

Notes:

Reyburn House Lane, Town Basin  
PO Box 461, Whangarei NZ  
phone: 438 3074  
email: [office@reyburnhouse.co.nz](mailto:office@reyburnhouse.co.nz)

Reyburn House Art Gallery is open:  
Tuesday to Friday 10am – 4pm  
Saturday & Sunday 10am - 2pm  
Closed Mondays

[www.reyburnhouse.co.nz](http://www.reyburnhouse.co.nz)

