



Potocki Paterson Art Gallery welcomes artists to propose an exhibition for 2018

The gallery will consider each submission. If the exhibition proposal meets the standards, you will be notified of available exhibition dates.

Group shows are welcome.

Proposal Information

(a) A brief introduction about yourself, referencing any training, previous exhibitions and any other information which may be pertinent to the proposal.

(b) An explanation of the exhibition; mediums used and the title of your show.

(c) Describe your work and provide images. If the work has not yet been made, please include images of previous works.

(d) An indication of the price range for the works.

(e) What are your preferred exhibition dates? **Please note** that duration of hire is a minimum of 1 week. There is no maximum, however 2 weeks is recommended to give your exhibition enough exposure. We will do our best to accommodate you in your preferred dates, but please be aware that some flexibility may be required.

(f) If your proposal is accepted, we will support you in every stage of the exhibition process. This includes curatorial advice, marketing/ publicity advice and assistance with installation.

(g) Please remember to choose from one of the following exhibition options which best suits your needs.

Proposal Format

Please email your completed proposal to dylan@potockipaterson.co.nz

OR, please deliver your proposal to:

Potocki Paterson Art Gallery
Level 1, 41 – 47 Dixon Street,
Te Aro, Wellington 6011

Ph 022 69 43 009

• **OPTION 1**

Essentially you will be running your own show - good for Wellington based artists.

Artist Responsibilities

1. Installing and de-installing the exhibition.
2. The operation and opening hours of the gallery will be your responsibility as will be opening and securely locking the premises.
4. Opening Night, including the food, beverage and hosting the event. Glassware will be provided.
5. Design and printing costs of poster/sandwich board, price list and exhibition display information.
6. Freight of artworks to and from the gallery
7. Gallery hire is \$85 per day (includes power, wi-fi and Eftpos, de-installation cleaning, hole filling and wall painting).
8. PPAG's commission is 15% on works sold.

• **OPTION 2**

PPAG will run the show on your behalf - good for artists based outside the Wellington region.

PPAG Responsibilities

1. Installing and de-installing the exhibition.
2. Manning the gallery during opening hours.
3. Hosting the Opening Night.
4. Printing of advertising.

Artist Responsibilities

4. Opening Night food and beverage.
5. Design of poster/sandwich board, price list, and exhibition display information.
6. Freight of art works to and from the gallery.
7. Gallery hire is \$100 per day (includes power, wi-fi and Eftpos, de-installation cleaning, hole filling and wall painting).
8. PPAG's commission is 30% on works sold.

Terms for Exhibitions at Potocki Paterson Gallery

Exhibition Fee

All hire costs are exclusive of GST.

There is no GST added to the gallery's commission on sales.

Condition Bond (Option 1 only)

There is a \$200 refundable bond (payable one week before the exhibition opens). It will be refunded subject to the gallery being left at the end of end of the exhibition without damage.

Deposit

A \$150 deposit is immediately payable upon a proposal being accepted and an exhibition date confirmed. This deposit will go towards the first week of rent.

If the exhibition is later terminated at the exhibitor's request, then this deposit is non-refundable.

Full payment for the hire of the gallery is payable 1 week before the exhibition opens.

Sales

Eftpos sales will be direct debited into a PPAG account. PPAG will pay the exhibitor any sales made into their nominated bank account, minus the gallery's commission, no more than 30 days after the exhibition ends.

It is the exhibitor's responsibility to keep receipts and a record of sales in Option 1.

The exhibitor/s are responsible for any GST payments to IRD on their sales made.

PPAG will arrange for the packaging and collection of art works sold in Option 2.

All exhibition sales must go through the gallery.

Hours and Duration of Exhibition

These will be determined by the exhibitor/s and confirmed by PPAG once an agreed date for the exhibition has been made.

Advertising

It is the exhibitor's responsibility to produce a digital A3 poster for the show, and print x6 A3 posters.

It is the exhibitor's responsibility to produce a digital poster for the sandwich board with dimensions of 760 (h) x 600 (l) – x2 vinyl stickers are required.

PPAG will create a Facebook event for the show on the gallery's page. Please do not create an event yourself. We will also do regular posts and boost advertisement for the show.

PPAG will also send an opening night/exhibition invitation to the gallery's email database.

PPAG will promote the show on it's website, Twitter, Instagram, as well as The Wellingtonian Newspaper, The Big Idea, Event Finda and Arts Wellington.

Exhibitors are encouraged to make maximum use of their own networks to promote their exhibitions too, as well as create a **Press Release** which the gallery will forward to Wellington media contacts.

All publicity material must be approved by PPAG prior to printing, and must incorporate use of the PPAG logo and address.

Opening Nights

Exhibitors are responsible for the provision of refreshments and food. Sponsorship is recommended. **Option 1:** It is a good idea to enlist the help of friends for this as the gallery must be cleaned up at the end of the night.

Display

All works must be displayed to professional standards. PPAG reserves the right to exclude any work deemed unsuitable or unfinished.

The exhibitor is responsible for packing all art works into the gallery space, deciding on layout and the installation of works. We can also assist if required.

The exhibitor must remove all art work from the gallery on de-installation day.

From time to time, the gallery is used for events and presentations in the evenings (book launches, poetry readings etc). This gives your exhibition additional exposure and profile. Care will be taken not to hinder or obstruct the exhibition.

Rossano Fan – Resident Artist

The works of Rossano Fan will be on permanent display in the gallery, however this will be restricted to the glass walled studio adjacent to the stock room so as not to impede any exhibition in the main gallery space.

Information to Support the Show

Pricelists, catalogues and any other display information about the exhibition (to assist the viewer in understanding the works) will be the responsibility of the exhibitor/s.

Insurance

The exhibitors are to seek their own cover for any insurance of works.

Health and Safety

The exhibitor is responsible for ensuring that the installation of their exhibition will not endanger public visiting the gallery.

Gallery Install

A PPAG staff member will meet you to discuss exhibition layout and hanging techniques.

The exhibitor is required to bring their own specialist hanging equipment, however hammer, nails, screws etc will be provided.

For safety reasons, PPAG will adjust the lighting.

Gallery De-Installation

The exhibitor must remove all work from the gallery the day after the exhibition ends.

Security

A combination code to the gallery's front door, specific to the duration of the exhibition, will be given on installation day.

PPAG does not accept liability in case of any theft or damage and insurance is at the discretion of the exhibitor.

We look forward to receiving your proposal and working with you.

Please fill in the information below, sign and include it with your proposal.

Name: _____

Date: _____

Option 1 or 2: _____

Email: _____

Ph: _____

Signature: _____