



## Potocki Paterson Art Gallery (PPAG) welcomes artists and curators to propose an exhibition under the following guidelines

### The Process

The gallery, together with a team of outside contemporary art assessors, will consider each submission. If the exhibition proposal meets the required standards, the applicant will be notified of available exhibition dates.

Priority is given to artists who have an established exhibition history; particularly those who are mid career and seek further develop their practice.

However, a strong ethos at the gallery is to also promote and show emerging artists in the early stages of their career.

Group shows are welcome.

### The Proposal

**(a)** Potential exhibitors should send a curriculum vitae / biography of their training, previous exhibition history and any other information which may be pertinent to the proposal.

**(b)** An explanation of the exhibition, including the concept, mode of presentation and mediums used.

**(c)** An exhibition title.

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

**(e)** Provide an idea of how the gallery will be utilised. (Floor plan can be requested). **NB:** there are also 3 movable walls which help divide the space, a walk-in Burnside safe and a glass walled showroom which also can double as a pop up studio for the artist.

**(f)** An indication of the price range for the works.

**(g)** What are your preferred exhibition dates? **Please note** that duration of exhibitions is a minimum of 1 week, and a maximum of 3 weeks. We will do our best to accommodate you in your preferred dates, but please be aware that some flexibility may be required.

### Artist Responsibilities

**Essentially you will be running your own show...**

1. Installing and de-installing the exhibition.
2. All works must be presented to professional standards. PPAG reserves the right to exclude work deemed unsuitable for exhibition.
3. The operation and opening hours of the gallery will be the artist's responsibility as will opening and securely locking the premises.
4. Opening night refreshments, including food, drink and glassware.
5. Design of poster/flyer (+ distribution) and invitations (which PPAG will also send to its database). If you are unable to do graphics/design we can assist for a fee.

### Artist Costs

PPAG will **not** seek commission on art works sold.

Gallery hire is \$75 + GST per day (includes power and internet).

### Support

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

### Proposal Format

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

If you are unable to email, please post or deliver your proposal to:

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

# Contract for Exhibitions at Potocki Paterson Art Gallery

## Exhibition Fee

The exhibitor shall pay a total weekly fee of \$525 per week + GST. This cost includes power, internet and use of the eftpos terminal.

Also available are a projector and display plinths.

## Condition Bond

There is a \$200 refundable bond (payable on the first day of the exhibition's installation), subject to the gallery being left in an approved condition after de-installation.

## Deposit

There is a \$150 deposit 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.

## Sales

PPAG will not seek a commission from exhibition sales.

Eftpos related sales will be direct debited into a PPAG account. PPAG will pay the exhibitor any sales made into their nominated bank account no more than 30 days after the exhibition ends.

It is the exhibitor's responsibility to keep receipts of sales made through PPAG's eftpos as this will be the basis for reimbursement.

The exhibitor is responsible for any GST payments to IRD on their sales made.

## Hours and Duration of Exhibition

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

## Advertising

It is the exhibitor's responsibility to produce a poster and landscape DL flyer. Exhibitors are encouraged to make maximum use of their own networks to promote their exhibitions. PPAG

will use the DL flyer as an Invitation to send to its database.

A sandwich board is available for street level.

All publicity material must be approved by PPAG prior to printing, and must incorporate the use of the PPAG logo (which we will send to you).

## Opening Nights

Exhibitors are responsible for the provision of refreshments, food and glassware. It is a good idea to enlist the help of friends for this. The gallery must be cleaned up at the end of the night.

## 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.

## Display

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

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.

## Gallery Install

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

The exhibitor is required to bring their own hanging equipment (eg; hammer, nails...)

For safety reasons, PPAG will adjust the lighting. Please arrange for a time for the lighting to be set once the works are in place.

Please ensure that valuable items are secured or displayed to avoid theft or damage. PPAG does not accept liability in case of any theft or damage and insurance is at the discretion of the exhibitor.

## Gallery De-Installation

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

Nail holes must be filled, sanded and repainted - PPAG will provide the equipment for this. If for any reason the exhibitor is unable to do this, the Condition Bond will be forfeited.

## Security

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

It is the exhibitor's responsibility to ensure the gallery is securely locked each night.

Exhibitors Name: \_\_\_\_\_

PPAG Name: \_\_\_\_\_

Email: \_\_\_\_\_

PPAG Signature: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_