



Wallace Gallery Morrinsville 167 Thames Street, PO Box 354, Morrinsville,  
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## FREQUENTLY ASKED QUESTIONS EXHIBITING AT WGM IN 2012/2013

### How do I advise of works to be exhibited?

Fill out a Proposal form with as much detail as possible. Include hard copies of images of work to be considered for the exhibition. You may also send a disk with high resolution images (please label this clearly). If selected you will be required to provide a disk, so images can be uploaded to the website and used on marketing material.

Once selected you will be required to fill out a spreadsheet with more detail, including individual sale prices. **The application period is April – August of any year and you will be notified in October whether you are successful or not.**

### When do I deliver the Works?

A time and date will be agreed with the Director prior to the Exhibition. Usually the Friday before the Opening Preview (which will take place on a Wednesday evening).

There is parking down the side of the WGM building or one space at the back by the roll door. Park there and come and get the Director who will help you unload.

Named packaging can be stored ready for the demount.

### Who hangs the Works?

WGM has an experienced team of volunteers who assist the Director in hanging the exhibition. The Gallery Director has the final say regarding the look of the exhibition but all artists are welcome to give proposed plans for the layout or any direction for specific pieces/groups of works.

The work is arranged in the Gallery space on Tuesday when the Gallery closes at 4pm and hung / labelled during Wednesday before the Preview starts at 6pm. Members of the public are able to come into the Main Gallery during a change-over time, but the Community Gallery can be closed off to the public.

### Is there a charge to hire the Gallery space?

Yes there is a small rental fee for hiring the Gallery space and WGM will take 35% commission (+GST which equals 40% gross) on all works sold.

For up to 30 days after the exhibition at WGM has finished, the commission policy still applies, to any works sold or commissioned as a direct result of the exhibition.

The **rental fees** are as follows:

- For two or three exhibitors sharing the Main Gallery (a 4-week show) it costs \$50.00 +GST (= \$57.50) **each**. (for a solo artist to hire the whole Main Gallery space it costs \$125.00 + GST (= \$143.75) although this is unusual. Due to the openness and size of the space most artists elect to share it)
- For group exhibitions in the Main Gallery (or open exhibitions organised by WGM) there is a \$20.00 +GST (= \$23.00) charge for **each exhibiting artist**. A "group" is defined as 5+ members.

Wallace Gallery Morrinsville is proud to be supported by:



- In the Community Gallery (a 2-week show) WGM asks for \$25.00 +GST (= \$28.75) each for solo or joint exhibitors and for a group it costs \$10.00 +GST (= \$11.50) **each**. A “group” here is defined as 3+ members.

Payment for exhibiting must be made before the exhibition opens.

### **What is the format of the Opening Preview Evening?**

Previews take place on Wednesday evening from 6pm to 7:30pm and your exhibition will be advertised to officially start the next morning when the Gallery opens at 10am.

Wallace Gallery is operated by a Charitable Trust and does not generate sufficient funds to be able to provide food and drink for the previews (we are chiefly reliant on donations and fundraising for our operational costs). The exhibiting artists are responsible for organising and financing any refreshments for the preview (drinks, nibbles and glasses). WGM will give you the names and contact details of the artists you are exhibiting concurrently with and you must liaise directly with them. WGM provides serving staff and will give assistance in organising the details of the preview, should the exhibitors need any guidelines or help.

On Preview evening we close the gallery as usual at 4pm and re-open about 5:45pm. If you need to set anything up you may do so after 5:00pm. This allows you time to relax, enjoy the exhibitions and meet the other artists. The official opening times for a preview are 6:00-7:30pm.

### **What happens about the demount?**

Your work will be carefully taken down on the last day of the exhibition (usually a Tuesday) and you can collect it from the date written on your exhibition agreement forms. Please allow 2-3 days before collecting your work, as the exhibitions at WGM change over the course of one night/day and there is a lot to be organised and sorted during these changeover periods.

All works will be packed in your named packaging. When you deliver the artwork please make sure you have labelled your bubble-wrap/boxes/packing material.

### **Sales**

If you are successful in selling work you will be paid by cheque (Minus the WGM commission) on the 20<sup>th</sup> of the month **after** the exhibition.

### **Miscellaneous**

Please make yourself known to the WGM staff; there are 25 volunteers in total and work a roster. Staff like to be able to put a face to a name and have a chat with you. This helps them promote you and sell your work.

In the case of a group exhibition the Director will correspond by email and liaise with one member/organiser.

**Once accepted as an exhibitor you will be required to sign an agreement form before the exhibition is finalised. Please ask to see this form if you would like to view the terms and conditions in advance.**