

Gallery Hours: Tuesday – Friday 10am–4pm,
Weekends 11am - 3pm

EXHIBITION PROPOSAL INFORMATION PACK

WHAKAATURANGA | COMMUNITY | AWATEA GALLERY -

The Morrinsville Gallery is made up of four gallery spaces, located in a main street of Morrinsville. The above listed galleries are available for our public and community exhibitions program.

Our gallery has an excellent reputation for showcasing the work of New Zealand's finest established and emerging artists. Over 12,000 visitors came through our doors last year from all over Waikato and beyond. We offer exceptional curatorial services, a high-profile space, good foot traffic, likely sales, promotion in print, social media outlets and more.

We offer you an opportunity to be a part of our public programme, and to exhibit simultaneously with works from the Arts Trust Collection or a similarly prestigious and noteworthy exhibition. We welcome your proposal to exhibit in either the Whakaaturanga, Awatea or Community Galleries, or any combination of these. Please note, our main (premier) gallery is generally reserved to showcase works from the Arts House Trust collection and selected curated prestigious exhibitions throughout the year.

Quick reference for prices to hire gallery spaces: * GST included.

Gallery	Size: Floor (m2)	Size: Wall (Linear metres)	1 week	4 weeks
Whakaaturanga	Approx 160m ²	Approx. 43m	\$215	\$850
Community	Approx 55m ²	Approx. 25-28m	\$130	\$500
Awatea	Approx 26m ²	Approx. 10m	\$115	\$450

A \$100 gallery deposit will be invoiced to you on mutual acceptance of our **Artist Exhibition Agreement** including any extra expectations noted. The remaining fee will be within 2 months of your exhibition date, payable to **Morrinsville Art Gallery Charitable Trust**. Acct info on invoices.

A 35% commission (GST inclusive) on all sales will be paid directly from sales that we collect for on your behalf. Advice on calculating your sale price is found in the Artist Exhibition Agreement. Commission earned from sales is in addition to the gallery hire fee.

Note: Larger group shows can involve more difficult curation, inconsistent information, delivery and retrieval complexities. Due to this larger group shows of 5 or more may incur a higher fee. This can be negotiated.

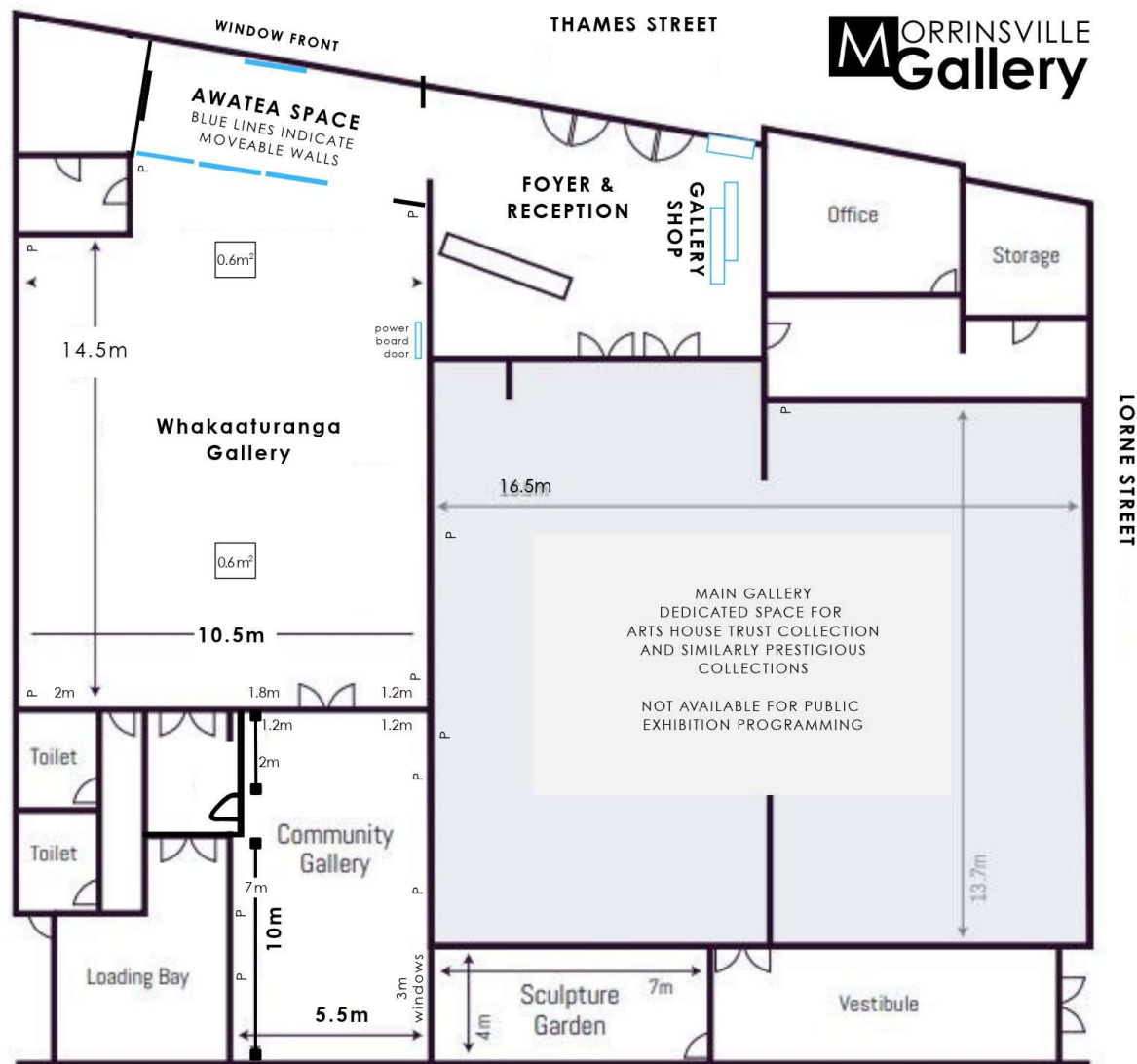
GENERAL GALLERY INFORMATION

Exhibitions generally run 4-5 week period (including install and uninstall of artworks) depending on the exhibition programming. You can apply to present a solo or group show in any of the three spaces. The Community and Awatea spaces are available for school exhibitions for up to three weeks for free, with an optimum of four school exhibitions per year – these spaces are reserved early so please be quick.

Hanging of work:

ALL WORK DELIVERED TO THE GALLERY MUST BE READY TO HANG - The Morrinsville Gallery uses a French Rod Picture Hanging System which will be a consideration as you prepare your works for exhibition. Where possible, attach D-rings to the back of your work close to the top of frame. If you want the hanging system hooks to be hidden, you will need to place the top curve of the ring at least 50mm from the top of the frame. Ready made frames with hanging fixtures are acceptable if the artwork weighs within their stated weight range.

Morrinsville Gallery Floor Plan



HOW TO APPLY FOR AN EXHIBITION

Please read the terms and conditions below and complete an Exhibition Proposal Form on the gallery website or email the requested information directly to Info@morrinsvillegallery.org.nz – list your 'NAME' and 'Exhibition Proposal' in the email reference space. Providing as much information as possible to help us assess which gallery and timing is the most suitable to accommodate your proposal.

- Provide **up to 300 words** describing your proposed exhibition and your art practice.
- Please include 3 to 5 good resolution quality coloured **.jpg** digital images with the application.
- Label image files - title, medium, size. Please note **do not** send or bring in artwork unless requested.
- These images must demonstrate the nature and quality of work you expect to show.
- Examples may be of previous work that is strongly relevant to the proposed exhibition.
- Please provide links to your website and social media pages and **phone number**.
- State which exhibition space you are interested in and why.

Morrinsville Gallery strives to select a variety of artists to ensure a well-rounded exhibition schedule. All proposals will be considered by a selection panel and only successful applicants will be notified. Applicants who are accepted into the exhibition schedule will be notified no later than four weeks after their proposal is received.

TERMS AND CONDITIONS

Morrinsville Gallery responsibilities:

- Design posters and brochures.
- Email invitations to MG database of artists and supporters (approx. 700 subscribers).
- Provide digital copies and up to five A3 and ten A4 colour prints of the exhibition poster to you to enable you to distribute to your networks.
- Promote in the Morrinsville News and on Eventfinder and Creative Waikato website.
- Publicity for exhibition and artist shared to appropriate media, though coverage cannot be guaranteed.
- Add exhibition details to MG website and other websites that MG deems relevant and appropriate. • Post details also on gallery Instagram and Facebook.
- Attend to design and presentation of wall text (apply decals – provided by you), individual labels and price lists.
- Installation and curation of your exhibition (artist involvement negotiable).
- Guarantee of a high standard of care and skill when handling works.
- Demount your works and have ready for collection on agreed date.
- Handle all sales, pack and inform buyer of pick-up. Any delivery of sold or unsold work will be at artist cost and should be discussed at sale point.
- Offer a combined opening/preview 11am to 12.30pm or 5-7pm weeknight (dates must be negotiated and provide gallery staff to host the opening).

The artist's responsibilities:

- All works are preferred to be for sale (unless agreed upon).
- Return all requested documents and information within the required timeframes.
- Deliver 'ready to hang' works to MG for installation on the date agreed with D rings attached.
- Cover the cost of delivery to and return of art works from MG, the works must be delivered in a form ready for installation (i.e. named and ready for hanging).
- Arrange insurance appropriate for the works while they are on MG premises and in transit.
- Supply an electronic image .jpg file (300dpi) of the work to be exhibited, confirm exhibition title, media description and a one-line description of the exhibition to be used for publicity purposes, invitation and website (1 month/6 weeks before exhibition).
- Provide a **Word** or Google document to be used as gallery wall text and catalogue description of pieces (2 weeks before exhibition).
- Discuss any deviation from the original proposal/arrangement with MG Director at least one month before the exhibition start date.
- Provide and changes to installation details/requirements two weeks prior to the installation.
- Be responsible for any 'installation style works', in consultation with the MG Director.
- Pay a \$100 deposit of the exhibition fee on receipt of the confirmed dates and agreement.
- Pay the rest of the fee in full at least four weeks prior to the exhibition opening date – or on receipt of invoice for this.
- Work delivered to the gallery must be wrapped and packaging named in such a way that it can be re wrapped suitably for the potential buyer on pick up and/or for the works to be re wrapped in the same packaging.
- Collect any unsold works from the MG within 2 weeks after the end of the exhibition (negotiable). Once accepted as an exhibitor you will be required to sign an exhibition 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.

WE LOOK FORWARD TO RECEIVING YOUR PROPOSAL THROUGH THE GALLERY WEBSITE – (click [link](#))