

HASTINGS VALLEY FINE ART ASSOCIATION

GALLERY EXHIBITION GUIDELINES

GALLERY HOURS

10 a.m. to 4 p.m.

During Winter – Thursday, Friday, Saturday and Sunday inclusive.

During Summer - Tuesday, Thursday, Friday, Saturday and Sunday inclusive.

ACCESS

Keys are available from the Maritime Museum office which opens at 10am each day. The keys provide access to the front door, the filing cabinet and the cash box. When closing the gallery, the keys are to be placed in the letter box at the front of the gallery.

EXHIBITION

The Exhibitions usually run for a period of three months. The changeovers occur in mid January, mid April, mid July, and mid October.

COST

The exhibiting fee of \$60 must be paid on changeover day, either by cash, cheque, Eftpos machine or bank transfer. All exhibitors must be current financial members of HVFAA.

WHAT CAN BE EXHIBITED?

Exhibitors are entitled to hang artwork, as detailed below, for a period of three months. In addition they can exhibit unframed artworks and cards for the same period.

No unframed artworks or cards will be accepted from artists who are not also hanging framed artwork in the Gallery.

A. Framed Artworks:

4 artworks approximate size 70cm x 80cm. Larger than this you will be restricted to 2 or 3 artworks depending on their size. If artworks are smaller, then you may display 5 or 6 depending on size. Artworks must not exceed 120cm x 90cm including frame. **Your name, the title and price should be displayed on the back. On the changeover day it will be the decision of the Gallery Committee as to the number and size of artworks to be displayed.**

In summary: **Medium - 4 artworks**
 Large - 2 to 3 artworks
 Small - 5 to 6 artworks
 Or a combination

B. Unframed Artworks:

4 artworks maximum image size 28x36cm; must be an original work - **no prints**; must be cello wrapped for display on table or stand plus **2 oversized artworks** firmly backed and mounted for display in the gallery cradle. Approximately 750cm is acceptable. Similarly, **your name, the title and price should be displayed on the back. Small stretched canvases are not classified as unframed.**

C. Cards:

20 per exhibitor - can be original or a print of an original artwork.
Please label the back of your card with your name and the series number if applicable – price on the front.

SALES

Artists are responsible for their own pricing.

If an artwork sells during the three month period, it can be replaced with one of a similar size. When an artwork is sold, members on gallery duty should notify the artist by email or phone. A laminated “SOLD” sign can be attached to the empty space until the replacement work is installed.

COMMISSION:

25% on framed, 15% on unframed artworks and 10% on cards.

CONDITIONS OF ENTRY:

- (i)** All works must be the original work of the artist. The artist is deemed to have accepted sole responsibility for ensuring that works submitted do not infringe any relevant copyright laws. **(No copies or digitally enhanced artworks.) iPad Art** will now be accepted. It must be clearly acknowledged as such on the work.
- (ii)** **Artworks must be suitably framed ready to hang with your name, the title and price displayed on the back.**
- (iii)** **Stretch canvases must be well presented with secure hanging cord attached. ‘D’ rings with cord only will be accepted. No wire or plastic coated wire please - it causes problems with the hanging hooks.**

- (iv) **Artworks may be hung in two consecutive exhibitions and then not for another six month period.**
- (v) **Artists leave their artwork at the gallery at their own risk.** Every care will be taken but no responsibility shall be accepted for damage, theft or loss of artworks.

PUBLICITY

The general public is not permitted to take photographs of artwork within the gallery but from time to time photographs (authorized by the Association) of artworks exhibited at the gallery may be reproduced for publicity purposes.

FORMS TO BE COMPLETED

Each artist must provide a list of the artworks they wish to exhibit for the relevant three month period, which must be filled in and brought into the gallery each changeover day. There are two forms which will be emailed to you prior to the changeover –

- (a) Artwork register form for framed and unframed artwork.
- (b) Card register form.

NB new forms for framed and unframed artwork must be completed for each exhibition.

Card register form can be carried over from one quarter to the next as long as all cards available for sale in the new exhibition are listed.

ARTIST STATEMENT

Artists can, and are encouraged to provide an Artist Statement. This document is placed in a gallery folder and is available to those clients who are often keen to know something about an artist, when purchasing one of their works.

In addition artists are encouraged to provide a 50 word statement about themselves or a specific painting in the exhibition. The statement will be displayed adjacent to one of their paintings.

ROSTER DUTY

Participating members are required to do on average three days roster duty per exhibition. Two members are rostered on duty each day the gallery is open. Prior to the exhibition changeover, details will be sought as to your availability for duty during the next quarter. The roster will be emailed to all involved, together with the roster exchange contact list. These documents are also available in the gallery.

It is important to diarise your rostered days, as no reminders will be sent out during the quarter.

If you are unable to attend on your rostered day/s, then **it will be your responsibility** to make sure that your day is covered by swapping with another member. All exhibitors' contact details are provided on the Roster Exchange List referred to above. **Please notify your original Roster partner of the change and also note the changes on the rosters when you are next at the gallery (i.e. on the notice board copy and on the copy which is on the wall beside the main desk.** (Full membership list is displayed on the notice board.)

The Gallery should not be closed before 4pm. If you have a problem, please contact Bernice Daher (0417417389) or Trish Cameron (0413779235).

Detailed instructions as to your duties and responsibilities while on duty are contained in the folder titled "Information Folder for Roster Duty" which remains on the main desk.

Special mention is made of the importance of filling out all financial transactions on the Daily Sales sheets located inside the diary on the main desk. It is also important to ensure library borrowings and returns of books and DVDs are recorded in the "Register of Borrowings" folder on the desk. Cash received for books and DVDs or overdue fees must be entered on the daily sales sheet and the cash placed in the cash tin. We ask all members for your co-operation please.

DISPLAY OF ARTWORKS

Art works are hung on the wire and hook system installed in the gallery by large sized D rings attached to the upper back of works.

It is important that the space looks professional and all work shown is of good quality.

Other than after a sale, please do not substitute or move any artworks while on duty. If you have a specific need to take an artwork during the three month period or you are not available on changeover day, you will need to contact Bernice or Trish to make special arrangements.

The Gallery Committee reserves the right to reject any unsuitable works and to exercise flexibility for the benefit of the Gallery. The above guidelines are subject to review by the HVFFA committee.

(Updated July 2019)