



and

## GALLERY 203 ARTIST CONTRACT



- 1] The duration of the exhibition will be three weeks.

Dates for your show are: \_\_\_\_\_

The Gallery will be open to the public between 11am – 3pm Monday to Friday, excluding designated Public Holidays when applicable.

- 2] Unless previously negotiated, all works should be suitably framed or mounted and be 'for sale'. While the gallery does not have plinths for artists use, 3D works may be displayed either wall mounted or on plinths provided by the artist.
- 3] ACN Arts Manager is to be consulted regarding the optimum number of works and their positioning.  
ACN reserves the right to decline the display of works that are held to be inappropriate for any reason, at the discretion of the Arts Manager.
- 4] The artist will be responsible for hanging the works from 1.30pm on the Friday prior to exhibition date, unless agreed otherwise. Basic tools and panel pins/picture hooks etc, are available for the artists use, though the artist should provide means to attach the works to these fittings. ACN staff may be available to assist as required.
- 5] On completion of hanging, the works should be numbered using white dots supplied by ACN, and a printed catalogue should be produced for display. This should include:- corresponding number, Title/description, Medium and retail price of each work. ACN staff will be happy to assist with the production of this if required.

ACN also encourage the display of the artists resume and/or personal statement.

- 6] Artists are welcome to have an 'Opening / Private View' which will be the artists responsibility and expense. Openings are optional.

Artists intending to host an 'opening' should advise the ACN Arts Manager at least one week before the event. If artists are considering any form of catering, they should be aware of the limited kitchen facilities available at the gallery.

Artists need to accept that ACN daily business may continue during any such gallery function held during normal open hours.

- 7] Sales of work will be administered by ACN Staff for the duration of the exhibition.

Sales income will be held by ACN until all sold works are collected and accounts settled. ACN will prepare a sales sheet for the artist which will detail each sale and provide information about the purchaser, if appropriate.

ACNs' commission invoice of 25 % + GST will be deducted from the sales total, and a cheque for the balance will be paid to the artist.

- 8] The rooms will be rented to the artist for \$10 per room per week, payable by arrangement with ACN Staff.
- 9] Sold works are to remain in the exhibition until the end of the show. Only under special conditions where the artist may miss out on a sale, will prior removal be considered; (eg: sale to a visitor leaving town).  
The artist is responsible for taking down the works at 1pm on the last day of the exhibition and collecting unsold works, unless otherwise arranged.
- 10] ACN will consult with purchasers regarding additional costs associated with sold works that may need to be freighted. These expenses will be passed on to the purchaser.
- 11] Whilst ACN staff will endeavour to take normal precaution to safeguard the works, ACN are unable to provide insurance cover for the works during the exhibition. It is recommended that artists arrange insurance cover for the works whilst on display in the gallery, and where appropriate whilst in transit to purchasers.
- 12] Publicity and advertising for the exhibition will be the artists responsibility. ACN will ensure inclusion of details in their weekly Arts Diary, Monthly Arts Calendar, website, and will display a poster/flyer (up to A3 size) in the Display Cabinet by the street entrance. (The poster/flyer should be produced by the artist).

*ACN has reserved the middle / front gallery space for your exhibition.  
Confirmation of your intention to show must reach the ACN office no later than*

*(date) \_\_\_\_\_*

*Failure to sign and return this agreement by this date will result in the space being re-allocated to another exhibitor.*

I, \_\_\_\_\_ (Full name of artist)

have read, understood and accept the above conditions of exhibiting artworks at the ACN **GALLERY 203**.

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Lloyd Harwood (ACN Arts Manager)

**Please return this to:**

Arts Council Nelson  
203 Trafalgar Street  
PO Box 566, Nelson  
Phone/fax 03 548 4640  
Email: [artscouncilnelson@paradise.net.nz](mailto:artscouncilnelson@paradise.net.nz)  
Website: [www.acn.org.nz](http://www.acn.org.nz)