

IMPORTANT DATES

Exhibition runs from 16 June to 8 July 2018 with members' opening function on Friday 15 June

Saturday 9 June & Sunday 10 June

Delivery to the gallery by hand between 11am and 4pm. Delivery is through the side door adjacent to the Office, this will be signposted. If you're bringing your car in, the bollard will be down. (Please take care when driving on the wharf as it is pedestrian zone and keep your stay to a minimum.)

If you're sending work by courier ensure this arrives no later than **Friday 8 June** by 4 pm.

Artist's statement

Send your artist's statement in a word document format of no more than 100 words by email to info@nzafa.com - This needs to be at the Academy by Wednesday **30 May**. Title your file '*your name statement*'.

15 June Members' opening function – a separate invitation will be sent for this function.

Sunday 8 July

Exhibition closes at 4 pm.

Sunday 8 July between 4 pm and 6 pm

Collection of unsold works by hand from the gallery. All other collections can be during the week following. Courier works will be despatched the week commencing 9 July.

Winter exhibition

Exhibition season

16 June 2018 –
8 July 2018

Following our commitment to hold four members' exhibitions each year you're invited to submit work for this year's Winter exhibition. The exhibition is unthemed and all types, genres & styles are welcome.

All works will be displayed for the exhibition season unless the buyers are visitors to Wellington and they specifically request early collection of the work.

The opening function for this exhibition will be Friday 15 June – separate invites will be sent nearer the time.

Any enquiries phone **04 499 8807** or email info@nzafa.com

CONDITIONS OF ENTRY

General conditions of entry.

Any original work not previously shown at the Academy in any medium is eligible for selection. All submitted works are subject to a non-refundable entry fee. Selection decisions are final and no correspondence will be entered into.

NZAFA reserves the right under special circumstances to exclude work that does not comply with the following, or to accept any work at a separately set entry fee commensurate with the size or complexity of the work:-

- Any work it deems unsuitable for display
- Works larger than 2500 mm x 2500 mm
- Series or triptychs
- Late works
- Works previously exhibited at NZAFA
- Wet artworks
- Those which may emit offensive odours or degrade
- Works that are not for sale

*You will be informed if a work has **not** been selected.*

Artist's statements and information about the work(s).

You're encouraged to include a written artist's statement of no more than 100 words as a word document. These are valued inclusions by the general public.

How to submit your artist's statement.

Artist's statement must be sent by email as a word document to info@nzafa.com Name your file 'your name statement'. The Academy reserves the right to edit your statement. These must be submitted in this format for inclusion in the exhibition.

Copyright

Work is submitted at the artist's own risk. NZAFA will endeavour to protect copyright albeit with photography allowed in the gallery for personal use only. Selected work may be used for promotional purposes including NZAFA's website and Facebook.

Entry fees

For up to two 2 dimensional works

Members * \$20 each work
Non-members \$40 each work

* **Elected artists, Fellows, & Life Members** can submit up to *three* 2 dimensional works. \$20 each work

Up to three 3 dimensional works (max 450mm at its largest dimension)

Members * \$20 in total
Non-members \$40 in total

* **Elected artists, Fellows, & Life Members** can submit up to *four* 3 dimensional works. \$20 in total. All works, whether selected or not, will be subject to a non-refundable entry fee.

Payment of the entry fee can be made

- at the gallery
- online to account 06 0561 0014541-01 (use your name as a reference)
- by credit card over the phone to 04 499 8807
- by cheque to NZAFA, P O Box 25482, Featherston St, Wellington.

If you're sending work by courier ensure payment is made using one of the above options, or enclose your payment with your work.

Sale of artworks

The sale price for the work must include the payment to the artist, GST, plus NZAFA commission being 33.3% for members and 45% for non-members. Payment for sold works will be made after the exhibition has finished.

Auction/Make an offer

The Academy reserves the right to hold a 'make an offer' and/or auction in the last week of the exhibition. Realistic bids will be passed on to the artists for consideration.

ARTIST'S RESPONSIBILITIES

Ensure that work is presented with suitable hanging device(s) in such a way that facilitates straight forward presentation/hanging. The Academy reserves the right to attach device(s), or to stabilise 3D works with museum wax, where necessary.

Works with an electrical component must be accompanied by a current Master Electrician's Safety Certificate. All equipment, e.g. DVD players, TVs etc. must be supplied and either installed by the artist or have full clear installation and operation instructions.

Labelling

On delivery each work must be clearly identified with your name, title, medium and price. Complete the work label and attach it to your work, and attach the packaging label to your packaging.

Freight

If you freight work to the gallery please:-

- Present your work in straight forward labelled packaging that can easily be reused
- Provide a return address, & clearly identified pre-paid freight tickets **attached to your entry form.**

Insurance

Insurance is your responsibility, including in transit.

Collection of works

Collection is expected within one week of the closing date of the exhibition. If you are authorising a third party to collect your work let NZAFA know in writing.

NZAFA responsibilities

The Academy will take all reasonable care with your work(s) but shall not be liable under any circumstances whatsoever for damage irrespective of cause.

Your work will be stored for no longer than four weeks after the exhibition. A charge of \$10 per week will then apply for storage at NZAFA's discretion. After 3 months if it is still unclaimed NZAFA may sell it to defray costs.



Punch a hole here to attach this label to your work with string so that it hangs below the work/is visible for checking purposes during set up. This work label is hidden during the exhibition and, to protect your privacy, is retained by the gallery should your work sell

1. WORK LABEL

Your name.....

About this work

Title

Medium/process/edition.....

Sale price (GST inclusive) \$.....
(Commission is 33 1/3% for members, 40% for non-members)

Any special instructions regarding hanging, handling or display

.....

Packaging label attach this to the packaging

Your name.....

Name of work.....

Contact phone number.....



Punch a hole here to attach this label to your work with string so that it hangs below the work/is visible for checking purposes during set up. This work label is hidden during the exhibition and, to protect your privacy, is retained by the gallery should your work sell

2. WORK LABEL

Your name.....

About this work

Title

Medium/process/edition.....

Sale price (GST inclusive) \$.....
(Commission is 33 1/3% for members, 40% for non-members)

Any special instructions regarding hanging, handling or display

.....

Packaging label attach this to the packaging

Your name.....

Name of work.....

Contact phone number.....

GENERAL ENTRY FORM

Complete all details on this section too.

Your name.....

Address.....

.....

.....

Home phone.....Mobile.....

Email.....

NZAFA member Yes/No

About the work(s)

1. Title.....

Medium/process/edition.....

Sale price \$.....

2. Title.....

Medium/process/edition.....

Sale price \$.....

NB (Commission is 33 1/3% for members, 45% for non-members)

Your bank account for payment should your work sell is

I declare the entry of my work is in accordance with the conditions of entry which I have read and understood.

Where applicable pre-paid return freight tickets are attached to this entry form. Yes/No

Signed.....