

NZAFA RESPONSIBILITIES

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

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

Copyright

NZAFA will endeavour to protect copyright. Work is submitted at the artist's own risk. Selected work may be used for promotional purposes.

IMPORTANT DATES

Exhibition runs from 17 June to 16 July 2017

10 and 11 June

Delivery to the gallery by hand between 11am & 4 pm.

Please ensure delivery through the side door into 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. Also please keep your stay to a minimum.)

If you're sending work by courier please ensure this arrives no later than **Tuesday 13 June** by 4 pm.

Artist's statement

You're invited to send your artist's statement in a word document format of no more than 150 words by email to info@nzafa.com or post to NZAFA, PO Box 25482, Featherston St, Wellington. This needs to be at the Academy by Tuesday **6 June**. Please title your file '*your name* statement'

Friday 16 June

Members' function, 5.30 to 7.30 pm, (an invitation will be sent separately).

Sunday 16 July

Exhibition closes at 4 pm

Sunday 16 July between 4 pm and 6 pm

Collection of unsold works by hand from the gallery.

Works being returned by courier will be sent during the week commencing **17 July**

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



Winter exhibition
Artists and non-members

Exhibition season

17 June to 16 July

We let you know in April that there's an upcoming Winter Exhibition. The exhibition is un-themed and all types genres and styles are welcome.

The Winter Exhibition is set to take place when our capital city will be alive with tourists who apart from being rugby fans, may well be patrons of the arts. With our intention of providing information to all hotels and motels etc, a greater than usual attendance to our prime location is guaranteed. This is your opportunity to have your work exposed to both national and international viewers.

Please note: There is no photo submission for selection for this exhibition.

CONDITIONS OF ENTRY for up to two works

General conditions of entry.

Any original work in any medium is eligible for selection. All submitted works are subject to the entry fee. Selection decisions are final and no correspondence will be entered into.

NZAFA reserves the right to exclude:-

- 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 of selection decisions by phone or email on **14 June**.

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

For selected works you're invited to include a written artist's statement of no more than 150 words.

How to submit your artist's statement.

You can submit your artist's statement any time after you're advised that your work has been selected.

Please send your artist's statement as a word document to info@nzafa.com with your name in the document title. Please title your file '*your name statement*'. The Academy reserves the right to edit your statement for length and grammar.

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.

Entry fees for up to two works

Members	\$20 each work
Non-members	\$35 each work
Small 3 dimensional up to three pieces	
Members	\$20 in total
Non-members	\$35 in total

All works, whether selected or not, will be subject to an entry fee.

Payment of the entry fee can be made

- at the gallery
- online to account 06 0561 0014541-01 (please 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 please 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 40% 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

Presentation of the work(s)

Please ensure the work is presented in such a way that facilitates straight forward presentation/hanging. The Academy reserves the right to attach hanging devices to the back of your work.

ARTIST'S RESPONSIBILITIES continued

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

Labelling

Each work must be clearly identified with your name, address, phone number, title and price. Please complete the work label and attach it to your work. (Please attach the packaging label to your packaging)

Freight

If you freight work to the gallery please:-

- Present your work in straight forward packaging that can easily be reused
- Identify your packaging with the packaging label
- Provide a return address
- Provide pre-paid freight tickets identified with your name and attach these to your entry form.

Insurance

Please insure your work, including while 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 please ensure this is authorised to NZAFA in writing.

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Punch a hole here to attach this label to your work with string.

1. WORK LABEL - Members and non-members

Please cut this section out and attach it to your work so **it's visible** when the work is hung or placed.

Your name.....

1. 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 Please 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.

2. WORK LABEL - Members and non-members

Please cut this section out and attach it to your work so **it's visible** when the work is hung or placed.

Your name.....

2. 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 Please attach this to the packaging

Your name.....

Name of work.....

Contact phone number.....

.....

GENERAL ENTRY FORM for all artists

Please 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, 40% 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.....