

Mairangi Arts Centre Gallery Terms and Conditions 2009 – Main Gallery

1. It is the Mairangi Arts Centre's policy that the Gallery personnel have control of all exhibitions by using their own staff for the display of works to their satisfaction
2. All exhibits must be listed on our inventory forms showing numbers, descriptions of mediums, titles and retail selling prices
3. All artwork must be original and completed within one year of the exhibition date. Any artwork which has been previously shown at the Mairangi Arts Centre cannot be exhibited again at the Mairangi Arts Centre.
4. All work must be at the Gallery by the **morning of the appointed installation day no later than 9:30am**. The curator reserves the right to refuse the installation of work, arriving after the deadline.
5. You may leave your works at the Arts Centre the previous weekend by arrangement, making sure you attach your detailed inventory form etc.
6. All works are to be labelled with your name, descriptions of mediums, titles and retail selling prices. For paintings - please use swing tags with long enough string to hang in front of the work, for three-dimensional work please use a label somewhere very visible. (These will be removed after the installation day.) Prices cannot be changed after submission of work.
7. In consideration of the new hanging system, artists should ensure that the string or wire at the back of the work be at least 1/3 of the way down the back of the work and that it is taut. Artists must use D-rings as hanging accessories
8. If the exhibition is a selected exhibition no refunds of the entry fee will be given for unselected work.
9. Works must be collected between 4:00 and 5:00 pm on the day that the exhibition closes, as specified in the entry form. Uncollected works will attract a storage fee of \$1 per day. Works not collected within one month of the specified date will become the property of the Mairangi Arts Centre. The unpaid fee will still need to be paid. Works may be collected and the fee paid at a later date.
10. While all care is taken, the Mairangi Arts Centre takes no responsibility for any theft, loss or damage to artwork(s) howsoever caused and while in transit to and from the gallery of the Mairangi Arts Centre. Insurance of work is the artists' responsibility.
11. To ensure the safety of your work all artwork must arrive in protective packaging. The Mairangi Arts Centre will not be liable for work which is damaged due to lack of protective packaging.
12. The Mairangi Art Centre will only courier work back to the artist if we receive appropriate packaging from the artists as well as a freight forward ticket
13. Work cannot be removed during an exhibition without agreement from the Centre Manager/ Curator.
14. All artwork must be for sale. Commission is 30% (GST inclusive) on all sales unless stated otherwise.
15. Exhibitors must contribute to opening night costs if requested. The appropriate amount to be paid upon submission of artist's contract.
14. Sales: Exhibitors may assist by inviting potential buyers, friends etc to the Gallery
15. Photographs of works may be used by the Mairangi Arts Centre for general publicity purposes of the exhibition and of the Centre. Cameras or the taking of photographs of the artworks exhibited is banned.
16. The Centre reserves the right to refuse to hang or display work of an unacceptable standard, even if Photographic images or actual work has been previously approved. Canvasses need to be of an Acceptable standard.

Gallery Opening Hours are Mon - Sat. 9:30am - 4:00pm CLOSED SUNDAYS.

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