

CORCORAN FRENCH
KAIAPOI ART EXPO

2018 APPLICATION FORM

ART EXPO 14 & 15 JULY, 10.00AM - 5.00PM
OPENING NIGHT 13 JULY, 6.00PM - 8.00PM

RECEIVING DAYS FOR ARTWORK THURSDAY 12 JULY, 6.00PM - 7.30PM
& FRIDAY 13 JULY, 8.00AM - 10.00AM
COLLECTION OF UNSOLD WORK SUNDAY 15 JULY, 5.20PM - 5.30PM



APPLICATION CLOSING DATE FRIDAY 25 MAY 2018
NO LATE ENTRIES WILL BE ACCEPTED

EXPO RULES & CONDITIONS

1. Each artist must complete an Application Form and be a current resident of the Waimakariri District. At the committee's discretion a small number of non-resident applicants may be considered. **One panel per artist or group.** If sharing a panel with another fellow artist – *please both complete a form with reference to each other.*
2. Group entries are welcome, however the purpose of the Art Expo is to promote the individual artist and not the art group. Final decision on group entries is at the discretion of the Committee.
3. Eligible categories – painting, drawing, print (giclee, lithograph, linocut, woodcut, etc), mixed medium, collage, photography, sculpture, ceramics, glass, jewellery, woodwork, metalwork, textiles, natural fibre and craftwork. Please phone or email if unsure.
4. Work must be **original**, can be in any medium, must be the sole work of the artist, and **not** have been exhibited previously in the Waimakariri District.
5. Work made from a pattern or commercial kitset is not acceptable.
6. All diptychs, triptychs and sets (miniatures, jewellery, etc) to be priced as **one item** and will be listed accordingly in the catalogue.
7. All art and photographic works must be suitably presented, with necessary fittings, and not exceed size of panel.
8. Art displayed on a panel must **not** exceed 75% of the display space or overhang the panel. If any work overhangs the panel it will be removed - *see sample panel on reverse.*
9. A high standard of presentation is required. *Poorly presented exhibits or works with wet paint will not be accepted and WILL BE removed.*
10. All works must be clearly labelled with details of name, address, phone, title, medium and price. Works will be identified by a catalogue number.
11. Along with the complimentary profile provided by the committee self promotion on panels and / or tables is limited to one business card holder for 90 x 55mm business cards. All other self promotional material will be removed.
12. Artists are encouraged to hang or display their own work. If you are unable to hang or display your artwork, a hanging fee of \$25.00 per artist will be charged and must be paid at time of application.
13. Display is the sole responsibility of the Expo committee. Hanging advisors will be available to assist where required. *Once hung no work shall be moved by anyone other than the advisor.*
14. Signs on the premises will indicate "No photos, except with permission of artist".
15. Entries will be numbered upon receipt of application. In the event that entries exceed space available - then entry order as received will be followed in the interest of fairness. Final selection and display will be at the discretion of the Kaiapoi Art Expo Committee and its advisors.
16. Artists are required to deliver uncollected purchases.
17. Payment terms and cancellation policy available on request.
18. **Only one not for sale artwork can be displayed and must not be the sole entry.**

LIABILITY/INSURANCE All reasonable care will be taken in handling of all entries, but no liability for any loss or damage will be accepted by the Kaiapoi Club, Waimakariri Arts Trust nor any of its officer or assistants. Entries remain the sole responsibility of the entrants at all times.

NOTIFICATION OF ACCEPTANCE Please take it that your application is accepted and no notification will be received unless you are unsuccessful in your application to exhibit in which case you will be contacted.

DROP OFF & DISPLAY on Thursday 12 July 6.00 - 7.30pm and Friday 13 July 8.00 - 10.00am. Artists are to drop off and display their artworks during these times. Those artists who have not paid a 'displaying fee' will need to hang and / or display their own works. We will supply screws (square) and drill bit so all you will need to bring is a power drill.

Works NOT listed in the catalogue will not be hung or displayed.

A team will be manning the registration desk, we will endeavour to process you through as quickly as possible – if you are unable to wait or hang your own works, please let the registration desk know when you arrive as a \$25.00 display charge will apply.

All works *must be* clearly labelled with name, address, phone, title, medium and price.

Catalogue numbers are supplied at registration. Expo catalogues will be available at the Corcoran French Official Opening starting at 6.00pm. Catalogues are not available prior to this.

COLLECTION OF UNSOLD WORK - Sunday 15 July, 5.20pm. Artists are to pick up their unsold works from the Expo at 5.20pm on Sunday 15 July. This allows time for purchasers to collect their purchases. Works that remain uncollected are at your own risk, as the Riverview Lounge doors are left unlocked Sunday evening. Any purchases NOT collected are the responsibility of the Artist to deliver and not that of the Art Expo Committee.

PAYMENT FOR SOLD ARTWORK. It may take up to 6 weeks post Expo to get payments to you. Every endeavour will be made to get the books balanced, financials completed and payments to you as soon as possible, we appreciate your patience and understanding.

CORCORAN FRENCH OFFICIAL OPENING. Artists will be offered two complimentary tickets to the Official Opening as part of their registration package.

A complimentary glass of wine and finger food will be provided with a cash bar available. Dress code is tidy casual, name tags will be available for exhibiting artists. All artworks for sale will be available for purchase at the opening.

SELF PROMOTION/ADVERTISING on panel and tables. Business cards and holder 90 x 55 mm are the ONLY self promotion allowed on panels and/or tables (if provided we will replenish cards over the weekend). The final decision on what is acceptable will be at the discretion of the Kaiapoi Art Expo Committee.

We are more than happy to pass contact details regarding commission – if you do not wish to share your details please let us know by emailing info@kaiapoiartexpo.co.nz and we will remove your details from the list.

INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED

Please refrain from phoning the Kaiapoi Club for information but contact the event organisers - info@kaiapoiartexpo.co.nz

COMMISSION OF 20% DEDUCTED ON ALL SALES

RETURN FORM

by **Friday 25 May** including payment to:
 post: Waimakairiri Arts Trust, PO Box 389, Kaiapoi 7644
 email: info@kaiapoiartexpo.co.nz

OFFICE USE ONLY	
RECEIPT #	
PAYMENT TYPE	
AMOUNT PAID	

FILL IN FORM NEATLY USING BLOCK LETTERS SO WE ARE ABLE TO LIST YOUR CATALOGUE DETAILS CORRECTLY

Name	first name	surname											
Email			Phone No. <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Address	town		postcode										
Signature	Cell No.		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
<i>I accept the conditions outlined on this application form.</i>													
<input type="checkbox"/> Share	first name	surname											

REGISTRATION INCLUDES:

- 2 complimentary tickets to the Corcoran French Official Opening
- complimentary profile printed and displayed on your panel or plinth
- panel or plinths with appropriate lighting on artwork

- PANEL - \$75.00** (2300mm W x 1100mm H)
 TABLE, PLINTH or FREESTANDING - \$75.00 (approx. 900mm² or m² floor space)

- DISPLAY FEE - \$25.00**
 \$ _____ **DONATION / GOLD / SILVER / BRONZE** (circle one)
 Please send me _____ TICKET(S) to the Corcoran French Official Opening

\$ _____ **TOTAL AMOUNT PAID** **CHEQUE** **DIRECT DEPOSIT**

cheque: payable to 'Waimakariri Arts Trust'
 deposit: Westpac 03-1585-0405568-00 reference: artist code: your name

SPONSORSHIP

GOLD - \$500.00

- 10 Corcoran French Official Opening tickets
- Branding in catalogue and on sponsors board
- Signs at the Expo
- Certificate of Appreciation

SILVER - \$300.00

- 8 Corcoran French Official Opening tickets
- Branding in catalogue and on sponsors board
- Certificate of Appreciation

BRONZE - \$100.00

- 4 Corcoran French Official Opening tickets
- Branding in catalogue
- Certificate of Appreciation

COMPLIMENTARY PROFILE - please complete to ensure your profile is included in the catalogue

Surname		First name	
Medium		City/Town of residence	
Profile bio (50 words or less)			

MEDIUM EXAMPLES: **Ac** - Acrylic, **Ch** - Charcoal, **Col** - Coloured, **Di** - Digital, **En** - Enamel, **Gl** - Glass, **Ink**, **MM** - Mixed Media, **Oil**, **Pa** - Pastel, **Pe** - Pencil, **P&P** - Pen & Paint, **P&W** - Pen & Watercolour, **Pr** - Print, **Wc** - Watercolour

EXHIBIT TITLE - for catalogue <i>Unnamed exhibits will be classified as 'Untitled'.</i>		Size incl. frame (W x H)	Category i.e. painting, sculpture, textile	Medium see examples above	Price (\$) incl. commission NFS = not for sale
1		MM (W) MM (H)			\$
2		MM (W) MM (H)			\$
3		MM (W) MM (H)			\$
4		MM (W) MM (H)			\$
5		MM (W) MM (H)			\$

Continue over for additional exhibits. Total size of all artwork must not exceed 75% of the display space.

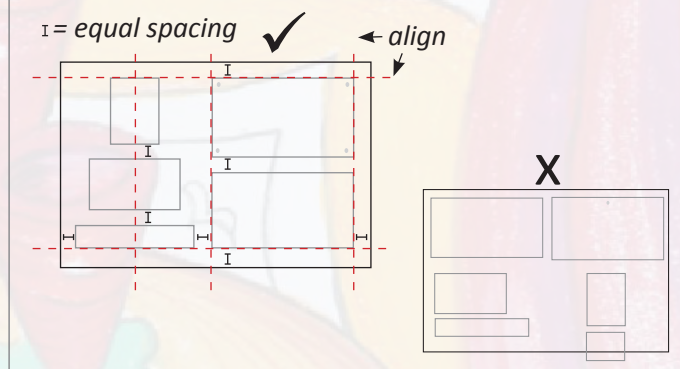
PLEASE RETAIN A COPY OF YOUR COMPLETED APPLICATION FORM FOR YOUR RECORDS

EXHIBIT TITLE - for catalogue <i>Unnamed exhibits will be classified as 'Untitled'.</i>		Size MM incl. frame (W x H)	Category i.e. painting, sculpture, textile	Medium see examples over page	Price (\$) incl. commission NFS = not for sale
6		MM (W) MM (H)			\$
7		MM (W) MM (H)			\$
8		MM (W) MM (H)			\$
9		MM (W) MM (H)			\$
10		MM (W) MM (H)			\$
11		MM (W) MM (H)			\$
12		MM (W) MM (H)			\$
13		MM (W) MM (H)			\$
14		MM (W) MM (H)			\$
15		MM (W) MM (H)			\$
16		MM (W) MM (H)			\$
17		MM (W) MM (H)			\$
18		MM (W) MM (H)			\$
19		MM (W) MM (H)			\$
20		MM (W) MM (H)			\$

Total size of all artwork must not exceed 75% of the display space if hanging on a panel.

Hanging Artwork Guidelines

- **Minimum of two screws** per artwork
- No artwork can hang over or under the panel
- Equal spacing between artwork
- Align top, bottom, sides or centers



ORGANISED BY

Waimakariri Arts Trust, PO Box 389, Kaiapoi 7644

info@kaiapoiartexpo.co.nz www.kaiapoiartexpo.co.nz 03 312 6413 021 659 127