

**Please read the conditions in this contract before signing and sending. It contains all the information you will need to hold a successful exhibition at Depot Galleries.**

Questions? If you need any assistance with this process please contact gallery staff:  
Ph – (09) 963 2331 Email – gallery@depotartspace.co.nz Web – www.depotartspace.co.nz

**For finalising and promoting your exhibition we require the following information:**

**1. Artist biography**

This outlines key exhibitions, projects, study etc, in your history as an artist and is usually presented in bullet points or as a short paragraph. This will be used to provide further information alongside your exhibition. This information will be proofed and may be adapted by The Depot's proofing team.

**2. Exhibition statement** - this is a short concise description of your exhibition for promotional purposes  
This information will be proofed and may be adapted by The Depot's proofing team.

**3. One image to represent your show.**

This image should be sized no larger than 2MB in file size and provided as a jpg or tif file. For group shows please send one image file, this may be made up of more than one image but should remain graphic and able to be viewed as a small thumbnail image.

**Please email your Artist Biography, Exhibition Statement and Image to:**  
**federico.monsalve@depotartspace.co.nz** In the subject line write: **YOUR NAME: EXHIBITION PROMOTION.**

**4. An outline of the work you wish to exhibit:** number of works, medium, size and price, inclusive of our commission and GST. This information will provide the gallery team with an idea of the physical aspects to your work and the pricing.

**We are happy to assist with pricing if required. Please write below or attach further information.**

**5. An outline of how you will present the work:** layout, installation, number of works, and special hanging/ installation requirements etc. Please write below or attach further information if required.

**6. The completed and signed contract.** See page 7.

## Main Gallery

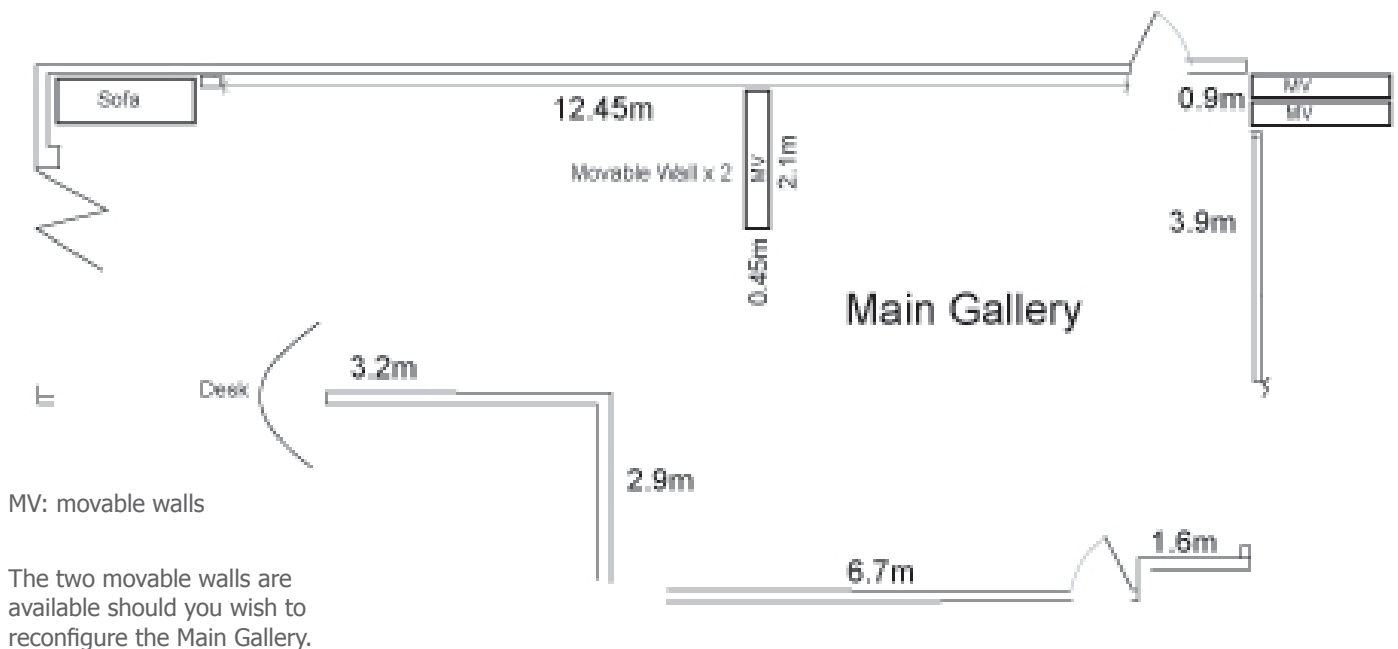
(large main gallery space)

- Cost**
- \$350 ex gst (\$402.50 incl. gst) per week plus \$100 refundable bond payable on booking.
  - \$25 incl. gst for a one year Depot membership (not applicable if you are already a member).
- Note: If a group exhibition/event, at least one person is required to become a Depot member.

- Includes**
- Depot exhibition staff available to assist you in a successful exhibition/event/festival.
  - Fully staffed gallery six days a week.
  - Free listings on websites, LOUD magazine and on posters locally.
  - Advice and support during the hanging of your show.
  - Use of Depot tools and equipment during hanging and de-hanging.
  - Management and reconciliation of sales.
  - Sold works wrapped and stored by Depot staff.
  - Advice on promotion and access to affordable flier design at Outerspace Design.
  - The Depot low commission rate of 25%+ gst on commission.

- You**
- Hang and de-hang your show including refurbishment of gallery.
  - Provide opening refreshments.
  - Provide fliers.
  - Create a successful exhibition by promoting your exhibition and bringing in your own networks.
  - Run the gallery on at least one Sunday during your exhibition.

**Best for** Group shows (however can be reconfigured with the movable walls to accommodate for two separate solo shows, creating bigger audiences for each one and reducing costs).



# Conditions for use of The Depot Galleries:

**PLEASE READ AND RETAIN THESE PAGES FOR YOUR INFORMATION.**

**We will make every effort to give you the times you request, although on occasion this may not be possible, in which case we will advise you of alternative dates as soon as possible.**

**Should any disagreement arise The Depot's management has the final word.**

**\*An asterisk before a sentence indicates where additional costs to bond, rent and sales commission may be incurred.**

## **Cost:**

**In order to secure your booking the specified bond is to be paid within two weeks of confirmation by gallery staff.** On full payment of fees this deposit is considered a bond, refundable in compliance with contract specifications.

**Gallery rental fees and membership (if not already a current member) must be paid four weeks before the exhibition commences.**

**One day of your time volunteering on a Sunday or a public holiday during your exhibition.**

## **Prior To Exhibition**

### **Supporting Information**

We require that you provide one image, a promotional artist's statement of no more than 75 words and biography to The Depot for promotional purposes. This is required as per the promotional deadlines given here in the contract (see page 7).

We require that you display your artists' statement and biography during the exhibition. All artists in a group show must provide this information.

### **Catalogue**

Titles and prices of works must be provided to The Depot by the Thursday before hanging day, with final pricing and production of catalogue or price tags made in consultation with the Gallery Manager.

### **Copyright**

You (the artist) must be the current copyright owner of any works submitted to us for proposals, examples of work or promotional purposes.

### **Cancellations**

\*Cancellations must be notified at least three months in advance of exhibition – failure to do this will result in your deposit being forfeited. Exhibitions cancelled less than four weeks in advance of exhibition will also incur a \$50 administration fee.

If a cancellation occurs due to unforeseen circumstances, this is negotiable.

## **Set up and Hanging, Safety, Insurance**

### **Set up**

**The Depot has a considered policy of non selection of artists and art work. However;**

We will not accept unfinished, warped or badly presented works as this detracts not only from your own exhibition but also from other exhibitions at The Depot.

Where we consider an artwork offensive to the community, we will discuss our concerns with you before deciding to hang a work.

While The Depot has a stated policy of non selection we ask the artist respect that this is an art gallery encouraging a high standard of presentation and that aesthetics are of paramount importance when hanging your exhibition. An overcrowded gallery or poorly hung exhibition can detract from your work. Therefore gallery staff reserve the right to give direction to hanging the exhibition and to the number of works displayed. Should any disagreement arise The Depot's management has the final word.

**Main Gallery** - The Depot's Gallery Manager will assist Main Gallery exhibitors through the process as required, including at least one meeting prior to your exhibition. On the Friday set up, staff will advise and assist exhibitors regarding presentation, hanging/installation and final pricing of artworks.

Exhibitions are to be hung/installed on the Friday prior to opening **from 10am**.

All aspects of the exhibition set up must be complete **before the gallery opens at 10am on Saturday**.

Exhibition organisation, set up, hanging, de-hanging and dis-mantling is the responsibility of the exhibitor(s).

All works exhibited at The Depot must be original artworks not previously exhibited in Auckland.

All the exhibited works must be available for sale. Where this is not so an additional fee will be charged.

Paintings may be hung with nails, screws or picture hooks. The Depot provides tools for hanging but please bring any specialist equipment you require. **Please do not use stick on Velcro, double sided tape or anything which will tear the paint off the walls.**

Plinths and wall mounted shelves are available for object and installation artworks. Please discuss your requirements with the Gallery Manager.

## Safety

For safety reasons (OSH) only gallery staff may adjust lighting and shift movable walls.

## Insurance

The exhibitor is responsible for insuring their works. The Depot, when open and staffed, takes all care for the safety of the work. The gallery is fully alarmed and monitored after hours.

## Openings

**Openings are often successfully held from 3 – 4.30pm on the first Saturday of your exhibition. Please inform us on your contract if you prefer a different opening time.**

Exhibitors are responsible for organising their exhibition openings – i.e. food, beverages and invitations to public, and for cleaning up after their openings before leaving the premises.

Gallery staff ensures The Depot is clean and tidy for your opening. The gallery premises and immediate outside area are to be left in the same condition at the end (e.g. rubbish and packaging must be removed.)

\* Failure to leave the gallery in a clean state will result in all or part of your bond being forfeited.

A Depot staff member will be working during the opening and will manage the sale of artworks. We suggest you have someone serving food and drink and clearing up during the opening. You may use plastic cups or glasses.

## During Your Exhibition:

### Opening Hours

Depot Galleries are open Monday 12 - 5, Tues - Sat 10 -5 during which time staffing is organised by the Depot.

Depot Galleries are open 10 to 4 Sundays and public holidays, during which time it is staffed by exhibiting artists.

As an important part of your exhibition we require you to commit to opening the galleries on one Sunday or public holiday during your exhibition. We ask that if you are unable to fulfil this commitment personally, you find a friend or family member to come in. If this commitment is not fulfilled, The Depot either closes the gallery and loses potential sales, or has to fund a staff member to cover hours\*.

\*In this event a maximum of \$50 of your bond will be forfeited to cover costs.

As The Depot is a multidisciplinary artspace, from time to time the gallery will be closed for special events, or have special events take place after hours. We will make every effort to communicate with you clearly should any such event happen during your exhibition.

### Sales and Commission

A commission of 25% + GST will be charged on all exhibited works sold through and administered by The Depot. This also applies to commissions gained directly by exposure through the gallery, either during or after your exhibition.

The price you put on your work needs to include the gallery commission and GST. This will be deducted from your final payment. For example: If you sell your artwork for \$100 we will deduct \$25 (25% of the total price) plus \$3.12 (GST on the \$25). You will then be paid \$71.88 for the sale of the artwork.

In the interests of a successful exhibition gallery staff will assist you with the pricing of your works.

## Credit Card Sales

\*The Depot accepts Visa and Mastercard to provide every opportunity for purchasers to buy your work. Unfortunately there is a sales commission charged by the ASB for this facility. We have carefully considered the fairest way to manage this additional cost, and advise that if your work is purchased by credit card, you will be charged the 2% ASB credit card sales commission on the total sale.

For example, if your work is sold for \$100, a sales commission fee of \$2 will be deducted from your reconciliation. Please note this credit card commission will apply for work sold in any of the Depot Galleries. The bank charge will be deducted along with commission from your final sales payment reconciliation.

Please note, credit card payments are accepted for purchases of artworks only. Gallery rent, bond and associated costs may be paid for by cash, eftpos or cheque.

## Cheques

Any cheques for exhibition fees or works sold should be made out to The Depot. After deducting commission, one cheque to cover all work sold will be made out to the artist or exhibition co-ordinator. Accompanying this will be a breakdown of the sales.

## Lay-bys

We offer lay-bys to our purchasers with a maximum duration of six weeks. We charge an administration fee of \$20.

## De-hanging/Dismantling

Exhibitors are responsible for de-hanging/dismantling work and for repairing and touching up the gallery walls.

\*If for any reason you are unable to de-hang/dismantle your exhibition, all or part of your bond will be forfeited.

When reinstating the walls all nails and hanging materials must be removed and the walls left in good condition. We will provide you with a kit for de-hanging with instructions for you to follow.

\*If the gallery is left in an unsatisfactory condition all or part of your bond will be forfeited.

Staff will pack sold works before you arrive. All unsold works must be removed from The Depot on the last Thursday of your exhibition from 3pm in the Main Gallery.

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# Promotion

**IMPORTANT: For promotion we require your artist biography, exhibition statement and one image (see notes 1 -3, Page 1 in the Contract). Please note we cannot support your exhibition with effective promotion without this information.**

We aim to provide one month pre-exhibition promotion online, in LOUD magazine and in our newsletter. We follow a proofing procedure and require a good lead time if we are to successfully promote your exhibition.

Deadlines for promotional material: If your exhibition is between;

- February - April - we need promotional material by December 1st (LOUD issue FEB-APRIL)
- May - July - we need promotional material by March 1st (LOUD issue MAY-JULY)
- August - October - we need promotional material by June 1st (LOUD issue AUG-OCT)
- November - January - we need promotional material by September 1st (LOUD issue NOV-JAN)

Promotion continued over page.

## Fliers:

Exhibitors are required to produce fliers at their own expense, as an effective promotional tool.

Outerspace Design can provide design work for a fee of \$30 - \$45 per flier (depending on designer time/amendments). Printing costs remain the responsibility of the artist.

Depot Galleries requires approximately 40 fliers three weeks before your exhibition begins for in-house promotion.

### Fliers and any other promotional material must include the following Depot venue details:

- **Depot Galleries**  
**28 Clarence St**  
**Devonport.**
- **www.depotartspace.co.nz**  
**(09) 963 2331**
- **Depot Galleries logo:** This can be downloaded from our website, or provided by gallery staff at your request.

## Promotion undertaken by The Depot:

The Depot provides several fantastic promotional avenues free of charge:

### Mailing List:

The Depot has a mailing list of over 2000 subscribers. Your exhibition will be promoted through our monthly e-newsletter.

### Online

Your exhibition will be promoted by The Depot on the following websites:

[www.thebigidea.co.nz](http://www.thebigidea.co.nz) | [www.eventfinder.co.nz](http://www.eventfinder.co.nz) | [www.iheartart.co.nz](http://www.iheartart.co.nz) | [www.depotartspace.co.nz](http://www.depotartspace.co.nz)

Should you wish to list your exhibition elsewhere, let us know and we can approve the copy and supply you with the correct logo.

### Print

Your exhibition will be included in LOUD magazine (quarterly) - which is sent to over 200 Depot members, and distributed through the gallery. Selected articles and listings may be included in The Flagstaff, Art News, Metro magazine, Artists Alliance Newsletter, The Aucklander and local newspapers.

### Posters

The Depot creates posters for the noticeboard on the front of the building, and for weekly poster drops throughout Devonport.

## Promotion to be undertaken by the Exhibitor:

Promotion is a very important part of your exhibition. The Depot encourages you to pursue further promotional ideas, and to promote your exhibition beyond Devonport.

Distribute fliers in cafes and shops. Send them to your friends and networks. Also consider Auckland City, we are but a short ferry ride away from the city, so promote there as well!

Make a digital version of your flier and distribute to friends and networks. Contact organisations that may be interested in sending your exhibition information to their networks/members, or putting it on their website.

Approach local newspapers in your area with story ideas regarding your exhibition.

Please ensure you 'like' The DepotNZ Facebook page and 'follow' The\_Depot\_NZ Twitter if you use these social media sites. By both 'sharing' or 'retweeting' posts we can both work to promote your exhibition to a greater audience.

**Facebook:** [www.facebook.com/TheDepotNZ](http://www.facebook.com/TheDepotNZ)

**Twitter:** [www.twitter.com/The\\_Depot\\_NZ](http://www.twitter.com/The_Depot_NZ)

## Wishing you a successful exhibition!

6. The completed and signed contract.

# Contract for Use of Depot Galleries 2012

- Complete this page and return with the previous pages to: The Depot, 28 Clarence St, Devonport, 0624.
- Please read and retain the remaining pages for your information.
- Bond must be paid within two weeks of confirmation from gallery staff to secure your booking.

Title of Exhibition \_\_\_\_\_

Exhibitor/Coordinator's Name (coordinator's name only if group show \*) \_\_\_\_\_

Additional exhibitor/participants' names \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Phone No \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Preferred Gallery \_\_\_\_\_ Preferred Dates \_\_\_\_\_

Openings are often successfully held on the first Saturday of your exhibition dates. Please advise us here if you would prefer a different opening time (see Openings under 'Conditions'):

\*If you are putting on a group show please select one of your group to be Coordinator who will liaise with gallery staff on all matters regarding your exhibition and to whom the reconciliation cheque will be written.

## Proposal Checklist - Please Tick Once Task is Completed

- I have read and signed the contract.
- I have emailed my artist biography, exhibition statement and promotional image.
- I have included an outline of my work and presentation requirements.
- I am committed to paying the deposit and gallery rent on time.**
- I am committed to producing a flier and meeting promotional deadlines.**
- I am committed to staffing the gallery on at least one Sunday of my exhibition.

## Group Shows

- We have nominated one coordinator who will inform group members of contractual obligations and who will be responsible for liaising between gallery staff and group members.
- We have provided an artist biography for each member of the group.

**I/We have read this contract and agree to these conditions**

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Gallery staff to complete

Gallery:

Title of Exhibition \_\_\_\_\_

Exhibitor/Coordinator Name: \_\_\_\_\_

Phone No \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

<b>Gallery staff to complete</b>	<b>Exhibition Dates: From: ___/___/2012 to: ___/___/2012</b>						
<b>Sunday staffing</b>							<b>Exhibition pack received</b>
<b>Event date and time</b>							<b>Exhibitor notified</b>
<b>Charges</b>	<b>Deposit</b>	<b>Gallery Rental</b>	<b>Catalogue</b>	<b>Postage</b>	<b>Walls</b>	<b>C.Card Fee</b>	<b>O/S Design</b>
<b>Amount</b>							
<b>Date</b>							
<b>Payment type</b>	<b>Eft \$ chq</b>	<b>Eft \$ chq</b>	<b>Eft \$ chq From rec</b>	<b>Eft \$ chq From rec</b>	<b>Eft \$ chq From rec</b>	<b>deducted from reconciliation</b>	<b>Eft \$ chq</b>
<b>Receipt #</b>							
<b>Membership current until _____ date joined _____ receipt number _____</b>					<b>Promotional material received</b>		<b>O/S job #</b>

Notes: