

## KAPUNDA COMMUNITY GALLERY INC. CONDITIONS OF ENTRY.

- 1 All works must be the original, uncopied work of the exhibiting artist and must be suitably presented for Exhibition and DRY. Hanging works should have LARGE 'D' rings attached at between one-quarter and one-third depth from the top of the frame. Wire should be taut, but not tight. (No cord.) Frames should be undamaged, neat and tidy. Glass should be clean. Unframed canvasses should have 'finished edges'.
- 2 A K.C.G. Identification label must be attached to the bottom back of each entry.
- 3 Sales Commission deducted by KCG is 25% for financial Members of KCG; 33.3% for non-members.
- 4 ENTRY FEE for artworks is \$4 per entry for Members; \$7 per entry for non-members.
- 5 Maximum number of artworks in Open Exhibitions is THREE.
  - 5a - Any work with a Width more than 1 metre will be classed as 2 entries but will only attract the entry fee for 1 entry. (N.B. This applies to Width only, not Height as linear wall space is the issue.)
  - 5b - In the event that too many exhibits are received in any exhibition, KCG reserves the right to choose which works will be displayed.
  - 5c - In accordance with 5a exhibitors should list their works on the Entry Form in order of their preference for hanging, with 1 being the top priority.
- 6 Not for Sale work: If entering one work only, KCG requires that it be for sale; two entries – one must be for sale; three entries - two must be for sale. (Artwork not for sale will be marked 'N.F.S.')
- 7 KCG reserves the right to refuse exhibits without being required to give a reason. If a work is refused, the Entry fee for that particular exhibit will be refunded.
- 8 Artists are responsible for delivery and collection of work to and from the Gallery within the times stated as per 'Delivery and Collection' Information (below).
- 9 Artists are advised to arrange to have their work insured for transit, storage, and while on display. **While due care is taken, KCG accepts no responsibility for loss or damage of artworks.**
- 10 Artists may consult with the Gallery regarding installation/hanging of their work, but KCG reserves the right to make the final decision.
- 11 KCG arranges Opening functions and may invite guest speakers.
- 12 KCG maintains a mailing list and designs its own posters and invitations for Openings. On request, invitations will be made available to the artist/s for their own guests.
- 13 KCG reserves the right to photograph works for its promotional purposes. (Website and/or Publicity)

### **DELIVERY and COLLECTION Information:**

KCG has a standard exhibition changeover routine that applies to every exhibition.

**Please check the Exhibition Calendar/Newsletter and note relevant dates for the exhibition being entered.**

**Delivery and Collection is always between 10am and 4pm.**

- (a) Send written entries by the closing date on the Exhibition Calendar.
- (b) Delivery of work is always on TUESDAY.
- (c) Official Opening of Exhibition is always on the SUNDAY after delivery.
- (d) The final day of every exhibition is always on a SUNDAY.
- (e) Collection of works is always on a MONDAY.

If Delivery / Collection times cannot be met, please contact the EXHIBITION COORDINATOR (Jenny – 8566 3356) **prior to the specified dates** or Email to [kcg@kapundagallery.com](mailto:kcg@kapundagallery.com)). Contact phone number will also be on flyers and in the Newsletter. **Exhibition Calendars are available at KCG, on the WEBSITE, or by request.**