

1. **ALL works** must be the **original work** of the exhibiting artist, must be suitably presented for Exhibition and **completely DRY** at time of delivery. **HANGING WORKS must have LARGE 'D' rings attached one-quarter the way down from the top of the frame. WIRE should be TAUT, NOT TIGHT.**  
**CORD is NOT ACCEPTABLE** for any hanging works. **Frames and internal mats should be undamaged, neat and clean. GLASS should be clean.**  
**UNFRAMED CANVASSES should have LARGE D RINGS, WITH TAUT (NOT TIGHT) WIRE AND FINISHED EDGES. i.e. CLEAN AND NEATLY PAINTED.**
2. A KCG Identification label must be attached to the bottom left back (looking AT back) of each entry.
3. **SALES COMMISSION** of 25% KCG FINANCIAL FRIENDS, 33.3% NON-MEMBERS will apply.
4. **ENTRY FEE** into standard exhibitions, for EACH ITEM is **\$5 for KCG FINANCIAL FRIENDS, \$8 NON-MEMBERS.**  
*Occasionally a different ENTRY FEE might be imposed, in which case this will be advertised prior.*
5. **Maximum number of artworks in an OPEN EXHIBITION, unless otherwise specified is THREE.**
  - 5a – Any work with a width of more than 1 metre will be classed as 2 entries (of the 3) but will only attract the fee for 1. (NB This applies to width only, not height, as linear wall space is the issue)
  - 5b – In the event that too many exhibits are received, KCG reserves the right to choose which works will be displayed, with a guarantee that at least one work will be hung from each entrant.
  - 5c – In accordance with 5b, exhibitors should list their works on the Entry Form in order of their preference for hanging, with number 1 being the top priority.
6. **NOT FOR SALE WORKS:** If entering one work only KCG requires that it be for sale; if two entries one must be for sale; if three entries at least two must be for sale.
7. **KCG reserve the right to refuse exhibits.** If a work is refused the Entry Fee for that work will be refunded.
8. Artists are responsible for delivery and collection of work to and from the Gallery WITHIN THE TIMES STATED as per the '**Delivery and Collection**' information below.
9. Artists are advised to arrange to have their work insured for transit, storage and while on display.  
While all due care is taken, KCG ACCEPTS NO RESPONSIBILITY for loss or damage of artworks in the gallery.
10. Artists may confer/consult with the Gallery regarding installation/hanging of their work, but KCG RESERVES THE RIGHT TO MAKE THE FINAL DECISION IN ALL INSTANCES.
11. KCG arranges Opening functions and may invite guest speakers of their choosing.
12. KCG maintains a mailing and email list and designs its own flyers and invitations for Openings. On request an email copy of 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)  
**IF YOU DO NOT WISH YOUR WORK TO BE USED FOR PROMOTIONS PLEASE ADVISE IN WRITING ON YOUR ENTRY FORM.**

**DELIVERY & COLLECTION Information:**

**KCG has a STANDARD EXHIBITION CHANGEOVER ROUTINE THAT APPLIES TO ALL EXHIBITIONS.**

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

***Delivery and Collection is ALWAYS between 11am and 2pm.***

- (a) Send written entries to arrive at KCG by the closing date on the Exhibition Calendar.
- (b) DELIVERY of work is ALWAYS on a TUESDAY.
- (c) Official Opening may be on the SUNDAY following delivery, (from 2 – 4pm).
- (d) The final day of every exhibition is a SUNDAY.
- (e) COLLECTION of works is always on a MONDAY.

If Delivery/Collection times cannot be met, please contact KCG **prior to the specified dates** by emailing –

[kcg@kapundagallery.com](mailto:kcg@kapundagallery.com) or arrange for someone else to deliver/collect on your behalf.

**EXHIBITION CALENDARS ARE AVAILABLE AT KCG, DOWNLOADED FROM THE WEBSITE: [www.kapundagallery.com](http://www.kapundagallery.com)**

**Or requested via Email – [kcg@kapundagallery.com](mailto:kcg@kapundagallery.com)**