

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 \$4 for KCG FINANCIAL FRIENDS, \$7 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 from 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.**
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 10am and 4pm.

- (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 or arrange for someone else to deliver/collect on your behalf.

EXHIBITION CALENDARS ARE AVAILABLE AT KCG, DOWNLOADED FROM THE WEBSITE: www.kapundagallery.com

Or requested via Email – kcg@kapundagallery.com