



WAITĀKERE ARTS 60th ANNIVERSARY EXHIBITION 2025

ART MARKET ENTRY FORM

IMPORTANT INFORMATION:

EXHIBITION DATES:	Saturday, 17 May – Sunday 25 May, 10am - 4pm daily
VENUE:	Shed 2, Corban Estate Arts Centre
ENTRIES OPEN:	Wednesday, 12 March 2025
ENTRIES CLOSE:	Thursday, 1 May 2025
BRING IN - TO SHED 2:	Saturday, 10 May, 10am – 4pm
OPENING:	Friday, 16 May, 6pm
COLLECTION OF ARTWORKS:	Sunday, 25 May <u>4:30pm to 6:30pm</u> / Monday, 26 May, 9.30am – 1pm

YOU MUST BE A CURRENT MEMBER OF WAITAKERE ARTS TO PARTICIPATE IN THE 60th ANNIVERSARY EXHIBITION

MEMBER ARTISTS PANEL DISPLAYS, RETAIL AND PROMOTION OF ARTIST

- Member Artists can rent display panels @ \$25 per panel to promote and/or sell their work. **Panel size: 1.2m wide x 2.4m high. Max of 2 panels per artist. Colour of panels: black**
- It is cash and carry so sold work can be taken by purchaser, allowing panels to be restocked. Sales will be processed at the helpdesk with an EFTPOS machine, or cash. Funds will be transferred to artists within **14 working days (from 26 May 2025)**. Please ensure your pricing is inclusive of the 25% commission due to Waitakere Arts.
- It is advisable that the artists, or a representative, be present during the exhibition to promote their own work and engage with the public as much as possible. However, it is not an expectation to be present every day. Being at your station whenever possible, does help to engage the public and sell your art.
- Artist's portfolios can be put on display if wanted. Each artist's station will have a 1.2m floor space in front of panels wherein you will be able to place a small table to display smaller items such as calendars/cards etc for sale. Please ensure your table is small enough to allow free flow of traffic around your station. Be considerate of your fellow artists.
- There will be room in Shed 2 for artists live demonstrations if you would like to participate. This gives the opportunity to be interactive with the viewers and allow them to witness or participate in a creative process.

DEMONSTRATIONS AND WORKSHOPS

- We encourage artists to take the opportunity to demonstrate and create during the Exhibition.
- Artists scheduled workshops and demonstrations need to be confirmed with Waitakere Arts Office.

Please complete below if you would like to book a timeslot and space for a live demonstration:

Name: _____

Type of activity/demonstration: _____

Preferred day and time to present activity/demonstration: _____



TERMS & CONDITIONS OF ART MARKET ENTRY:

- All entry forms must be FULLY completed. Incomplete entry forms and late entries will not be accepted.
- Please note, running a member's art market is reliant on volunteer help. Please let us know if and when you will be able to assist. Areas for volunteering include:
 - Helping out on Bring In Day (receiving artworks)
 - Helping at the Help Desk during the Art Market
 - Helping at Pack down
 - Delivering leaflets/posters around the neighbourhood
 - Putting up signage
- Credit Card payments will incur an extra 2.5% charge
- Artworks for sale will incur a 25% (inc GST) commission. This will be deducted from the artist's payment at the end of the exhibition.
- **Payments may take up to 14 working days (from 26 May 2025)** to process and will be direct credited to your account – (the account number that you have provided on your entry form).
- Personal tax liability is the responsibility of the artist.
- Insurance of artwork is the responsibility of the artist. Although Waitakere Arts will take all care, we will take no responsibility for lost or damaged work.
- It is in the best interests of artists to be present as much as possible. This is an opportunity to interact with the public and sell your work.
- It is the Artists responsibility to display label with price tags and remove all your artwork from Shed 2, at the end of the exhibition. Storage fees may apply for any work left.
- You may display whatever you like in your space, however, the Committee reserves the right to refuse entry to content it deems inappropriate.
- It is up to the artist to keep a record of all works on their display panels or in your artist station.
- Upon registration Waitakere Arts will provide you with a spreadsheet template to copy and use as your stock list. All items on display for sale must be listed in detail. Each Artist is responsible for keeping their own spreadsheet up to date with Artist name, contact details and an itemized list of your work, including pricing, at your own Artist Station. A copy of this spreadsheet must be provided to Waitakere Arts and any updates of items sold must be provided to Waitakere Arts. If you restock your space after artwork is sold, this information needs to be provided to Waitakere Arts.
- The Committee reserves the right to refuse an entry if it does not comply with the Terms and Conditions
- NOTE: Failure to collect work will result in a \$10 per day fee to cover moving and storage of the artwork, unless it's an emergency and prior arrangements have been made with the Office Manager. Artwork will become the property of Waitakere Arts Council and be sold or donated to charity if not collected by 1st July 2025.



ART MARKET ENTRY FORM

Please complete and return this page **ONLY** to: exhibition@waitakerearts.com

FULL NAME: _____

EMAIL: _____ PAID MEMBER for 2025/26: YES / NO

BEST CONTACT #: _____

I CAN VOLUNTEER WITH THE EXPO: YES / NO / DESK DUTIES ONLY - If yes, on which day please? _____

HIRE - DISPLAY PANELS/PLINTHS CABINET

NUMBER OF PANELS REQUESTED	NUMBER OF PLINTHS REQUESTED	CHINA CABINET SHELF REQUESTED	TOTAL (\$)
\$25 PER PANEL Max 2 panels	\$10 PER PLINTH Max 2 plinths	TOP SHELF \$15 LOWER SHELVES \$10	

By signing this, I confirm - I have read and agree to the terms and conditions of entry.

Your bank account, for payment of any works sold:

I am paying/have paid by Direct Credit/EFTPOS/Credit/Stripe

Online payment: **WAITĀKERE ARTS; Kiwi Bank 38 9018 0675 154 01** Reference: Full name & MEM MARKET

SIGNED: _____ DATE: _____ RECEIPT # (office use:) _____