



### **Carlton Gallery**

36 Main Road (% The Arts Junction)  
Katikati 3129  
Bay of Plenty NZ

Email: [info@katikatiopenairart.co.nz](mailto:info@katikatiopenairart.co.nz)  
Phone: 021 091 41 275 (Gallery Manager)  
Landline: 07 549 5250 (The Arts Junction reception desk)  
Website: [www.katikatiopenairart.co.nz](http://www.katikatiopenairart.co.nz)  
Social Media: [Facebook](#) & [Instagram](#)

## **Supporting and Promoting Artists**

Thank you for choosing the **Carlton Gallery** to showcase your work and for your interest in being part of our vibrant artistic community.

Please read this information pack carefully, as it contains all the details you need to plan and deliver a successful exhibition.

The Carlton Gallery is proudly managed by *Katikati Open Air Art Inc.* and is located within *The Arts Junction*, right in the heart of Katikati's town centre. We are committed to supporting and showcasing artists in a professional, community-focused environment.

Throughout your exhibition, our team is here to **support and promote you and your work** — helping you connect with audiences, elevate your visibility, and make the most of your time in the gallery.

Please note that *Katikati Open Air Art Inc.* reserves the right to amend the terms of this agreement if necessary, to reflect changes in funding levels or operational costs.

## **Booking your Exhibition**

To begin, please submit an **Expression of Interest** by emailing [info@katikatiopenairart.co.nz](mailto:info@katikatiopenairart.co.nz) to check gallery availability, if you have not already secured your exhibition dates.

Once your dates are negotiated and agreed upon, please complete and sign this 'Contract' document, including your bank account details.

Return the signed form either in person to the Carlton Gallery Manager or via email to [info@katikatiopenairart.co.nz](mailto:info@katikatiopenairart.co.nz) and [admin@katikatiopenairart.co.nz](mailto:admin@katikatiopenairart.co.nz) - This confirms your understanding of the Terms & Conditions and secures your exhibition dates.

## Terms and Conditions

### Sales and Commission

A 35% commission will be charged on all artworks sold through the Carlton Gallery.

If you are GST-registered, GST will be applied to the commission accordingly.

All sales are administered by Katikati Open Air Art Inc., and the commission helps support the ongoing operation and promotion of the gallery and its artists.

### Pricing

All artwork prices must include the 35% gallery commission and GST (if applicable). These amounts will be deducted from your total sales.

All works included in your exhibition must be available for sale. Any exceptions—such as including *sold, not-for-sale and archive pieces*—must be discussed and approved in advance by the Gallery Manager. Please note that gallery staff reserve the right to exclude sold or non-saleable works from the exhibition if prior agreement has not been made.

### Insurance

All artwork exhibited in the Carlton Gallery is covered under **Katikati Open Air Art Inc.'s** insurance policy. In the event of sudden or accidental damage (e.g. leak, earthquake), claims will generally fall under our *Material Damage policy*. Theft or damage caused by a member of the public is typically covered under the Care, Custody, and Control provision of our Public Liability insurance. Please note that all claims are subject to policy excess.

The building is fully alarmed and monitored after hours. While every reasonable precaution is taken, Carlton Gallery is not liable for loss or damage to artworks during transit unless due to proven negligence.

If an artist causes accidental damage to the building or KOAA property (e.g. during pack-in/pack-out and during the exhibition), responsibility lies with the artist. In such cases:

- The artist's liability insurance should cover repair or compensation.
- Without liability insurance, the artist may be personally responsible for costs.

Artists who wish to have additional protection are encouraged to arrange independent liability insurance for the exhibition period.

### Promotion

The Carlton Gallery will work with you to promote your exhibition.

We have access to a variety of print and social media outlets. Your exhibition will be promoted through our Social Media channels, Facebook and Instagram, and other community Facebook pages, prior to the weeks of the opening. We also run a free advertisement on Eventfinda website. Please ensure you 'like' Katikati Open Air Art Facebook page and Instagram profile. By 'sharing' and 'collaborating' on posts we can both help to promote your exhibition to a greater audience.

Local newspapers and press outlets will be contacted on your behalf for potential article inserts — provided that you supply the required promotional material by the agreed deadline.

Each publication has its own specific timeframes, and while we will make every effort to meet these deadlines, please note that in some cases, an article may not be published prior to the exhibition opening. Timely submission of your materials greatly increases the chances of securing media coverage.

Any further advertising can be discussed, and may be at the exhibitors or artist's responsibility and cost.

## Promotional Material

Here are a few things we will need from you.

Please email all written materials and images **at least 3 weeks in advance** to your exhibition to [info@katikatiopenairart.co.nz](mailto:info@katikatiopenairart.co.nz) and [admin@katikatiopenairart.co.nz](mailto:admin@katikatiopenairart.co.nz)

- **Artist Details**

Please provide all your details as an Artist: Name and Surname (or Art Name), phone numbers, address and email, social media channels, website, GST registration (yes/no).

- **Exhibition Title**

- **Exhibition Statement**

For marketing purposes, we need up to 300 words detailing your exhibition and the concept or ideas behind your work. This statement must be written to a high standard, as it reflects your work.

- **Artist Biography and Previous Exhibitions**

- **Images**

300 DPI Promotional Images (around 2MB), email up to 6 high-resolution images for promotional purposes.

- **List of Artworks**

Please send us the full list of all artworks:

1. Code = First letter of your NAME & First letter of your SURNAME: eg Mark Smith = MS 01, MS 02... etc
  2. Title of Art Work
  3. Media
  4. Price (be explicit if the price includes our commission and Gst, or whether you prefer to provide us with a wholesale price, and we'll calculate the rest)
- The **Price Cards**: You would need to provide Artwork Labels / Price cards for each individual art piece. We recommend price tags to be *business card* size, printed on card. We have a .docx template or a Canva Template available if you prefer to follow our templates.

## Exhibition Installation

### Set-Up Day

The Gallery Manager will advise you of your arrival time — typically **Sunday at 2:00pm**, prior to the Monday exhibition opening.

A staff member will be on site to assist with the installation process. Exhibitors are responsible for helping hang their own artworks. The Gallery Manager may offer to curate your exhibition or work collaboratively with you on layout and presentation decisions.

## **Artwork Preparation**

All wall-mounted works must be fitted with secure back hooks or cords suitable for hanging. The Carlton Gallery provides hooks and droppers for installation.

Please note:

We do not allow the use of Velcro, double-sided tape, Blu Tack, or any adhesive materials that may damage the gallery walls.

Plinths

We have a limited number of display plinths available:

- 4 small plinths

- 3 large plinths

Please discuss your requirements with the Gallery Manager well in advance of your Set-Up Day to ensure availability.

We recommend reviewing the floor plan and elevations beforehand to plan and familiarise yourself with the exhibition space.

## **Lighting**

For safety reasons (OSH) only caretakers or gallery staff may adjust lighting.

## **Exhibition Standards at the Carlton Gallery**

The Carlton Gallery is committed to presenting exhibitions to a high professional standard. To support this, we kindly ask that all submitted work be complete, dry, well-presented, and free from warping or damage. Poorly presented work can detract from your exhibition, the gallery's reputation, and the potential to sell your artwork.

As an art gallery that encourages excellence in presentation, we place strong emphasis on aesthetics and curation. Overcrowded displays or inconsistently hung exhibitions can diminish the impact of your work. For this reason, gallery staff reserve the right to provide guidance on the hanging of exhibitions, including the number and placement of works.

If any artwork is considered potentially offensive to the community or does not meet our presentation standards, we will discuss our concerns with you. The Carlton Gallery reserves the right to determine whether such works are exhibited, as well as to make final decisions on any other aspects that may affect the integrity of the gallery and its community.

In the case of any disagreement, Katikati Open Air Art Inc. reserves the right to make final curatorial decisions.

## **Copyright**

You, the artist, must be the current copyright holder of any work submitted for exhibition.

All artwork must be your original creation. If a work has been created in collaboration with another artist, you must obtain their written consent and provide their full name.

This ensures we uphold legal and ethical standards in presenting and promoting artwork at the Carlton Gallery.

## Cancellations

If you need to cancel your exhibition, please notify us at least **60 days prior** to the agreed start date. Early communication helps us manage the gallery schedule and support other artists.

If you're facing challenges or need assistance with organising your exhibition, don't hesitate to reach out. We're here to support you and may be able to help you stay on track with your plans.

## During the Exhibition

### Openings

Exhibitions do generally open on a Monday.

Exhibitors are welcome to host an **Exhibition Opening at the Carlton Gallery / The Arts Junction**. The exhibitor supplies refreshments and nibbles. Please get in contact with us if you like to have an opening and all the details will be discussed.

Your opening and your work may be photographed and used in promotion on our website, and other media in the interests of promoting.

Other than this, no photography will be permitted in the gallery.

### Opening Hours

The **Carlton Gallery** is open:

Monday to Friday 9am - 3pm

Saturday and Sunday, and Public Holidays from 10am - 2pm.

Hours may be extended over summer.

### Artist Presence and Gallery Use

We encourage you to be present in the gallery during your exhibition whenever possible. Engaging directly with visitors helps create meaningful connections and can significantly enhance the potential for sales.

If you're interested, we can arrange space for you to run **small workshops, classes, or live painting sessions alongside your exhibition** — a great way to draw in audiences and add value to your show.

Please note that, as The Arts Junction is a multidisciplinary venue, the gallery may occasionally be closed for special events or host after-hours functions. Should any such events occur during your exhibition period, we will do our best to communicate with you clearly and in advance.

### Art Sales

The Carlton Gallery processes all artwork sales on-site and/or virtually via email, accepts cash, EFTPOS payments and bank transfers. All sales are final. We do not offer refunds, as artworks are sold on behalf of you, the artist, and each piece is handled with care and consideration throughout the sale process.

Please note that all sales of artworks exhibited at the Carlton Gallery must be conducted through the gallery during the exhibition period. Private sales of exhibited works are not permitted. Artists must inform the gallery immediately if a sale is agreed privately during or shortly after the exhibition period to ensure proper commission and records.

If an artist is contacted privately by a potential buyer regarding a work on display, they are required to refer the sale to the Carlton Gallery. This ensures transparency, fairness, and the integrity of our sales process, while also supporting the operation of the gallery.

## After the Exhibition

### Dismantling the Exhibition

Exhibitors are responsible for de-installing their exhibition promptly after the gallery closes at **2:00 pm on the final day** of the exhibition (generally Sunday).

All unsold artworks must be collected by the exhibitor.

If artworks remain uncollected one month after a formal request to collect, the Carlton Gallery reserves the right to sell the works to recover handling and storage costs. Prior to any sale, the gallery will have made every reasonable effort to contact you via phone and email to arrange a collection.

### Payment to Artist

Sold works will be paid to you once all the works are paid for, less gallery commission. Payments to artists for sold works will be made on the 19th of the following calendar Month, after the exhibition closes and after all funds have cleared.

Please provide your bank account number now for speedy payment of your Gallery sales.

| Name | Surname | Bank Account number | GST      |
|------|---------|---------------------|----------|
|      |         |                     | Yes / No |

## Acceptance of Exhibition Terms and Conditions

Exhibition Dates:

Title of Exhibition:

**I have read the Carlton Gallery contract and agree to the conditions in the contract:  
Please initial each page if you provide a paper copy of the Contract.**

|       |            |              |
|-------|------------|--------------|
| Name: | Signature: | Date signed: |
|-------|------------|--------------|