



Information about exhibiting in the Mangawhai Artists Gallery

This document has information you need to have a successful exhibition. It outlines your duties and responsibilities, so please read it through.

This information can also be found on the website
<http://www.mangawhaiartists.co.nz/gallery-handbook>

General

Your first point of contact for anything related to your exhibition is Chris den Hartogh.

Chris will send out exhibition related emails to you starting 3 months in advance of your opening night. This will help you keep on track with all the preparations needed. In these emails you will find templates for a staffing roster, sales sheet and health & safety form. Leave a message at 0223941226 or send email to gallerymangawhaiartists@gmail.com if you have questions.

If you are part of a duo or group exhibition, one person must be the coordinator. Each exhibition is the collective responsibility of all the artists involved. Dual or group shows mean the artists will need to work together to cover the gallery hire costs, manage the gallery and have a successful exhibition.

Our first communication to you is three months ahead of your exhibition. If you know you need to cancel please let us know as soon as possible, so we can find a proper replacement.

Mangawhai Artists Inc (MAI) is a not-for-profit charitable trust, and members of MAI volunteer to make the Gallery a success. Only MAI members can book the Gallery for exhibitions. MAI does not take commission from work sold at exhibitions.

MAI will promote your exhibition through the website, social media, printed media, newsletters.

You are encouraged to promote your exhibition within your own circle.

Please be aware that any alterations in the gallery (hanging from ceiling, building structures, painting walls or doors) need to be approved in advance by the committee. If you have any plans, it is important to let us know in due time so it can be discussed at a committee meeting.

Summary of duties and responsibilities

- Update your **artist profile page on the MAI website**
- Make sure the **exhibition fees are paid**. Final payment to be made three months in advance of your opening date direct to MAI bank account: 12 3094 0185213 00
- Have a **short description of your exhibition** and **picture** of you (and co exhibitors) at work ready for media release purposes
- Decide on presentation of the artworks. What will you need to present your work?
- Have **labels** ready to hang next to all artworks or make a **catalogue** of the works.
- Have a **poster** and **invitations** ready. Please note, for dual or group shows a single flyer and invitation is sufficient.
- Fill in **gallery duty roster sheet**.
- **Plan your opening night**, catering etc.
- Fill in and sign the **Health & Safety form** and bring this to the gallery when you set up.
- Have **wrapping material** available for sales.

Access

For access to the gallery there is a lockbox on the side of the information box next to the doors.

The code to the lockbox is To close the box, you need to punch in the code again. Please put the key back in at the end of the day as others may need to enter the gallery. Don't forget to tell your co-hosts the code.

Setting up

You have access to the gallery from Wednesday afternoon 3 pm.

Make sure all your work is ready to hang, this includes D-rings etc.

Everything is provided to be able to hang your works. Plinths are available for 3d works.

If you are inexperienced in hanging, we have volunteers available to assist you in the process. Let us know in advance.

Have your sales sheet ready in the folder provided.

Please bring a signed copy of the Health & Safety form.

Opening night

Opening night is a very important part of the exhibitions at Mangawhai Artists Gallery. Opening nights are a fabulous time for family, friends, fellow artists and (most importantly) YOU to celebrate your achievement.

The gallery kitchen has wine glasses for your convenience.

You may choose to provide drinks and nibbles. Catering is your responsibility.

Opening hours and staffing

You are responsible for staffing the gallery during your exhibition. Gallery opening hours are daily 10 am-3 pm and can be extended if you can provide someone to mind the gallery.

You will need to either be in the gallery yourself during opening hours or have people lined up to share this duty with you.

This can be done in two shifts: 10 am-12.30 pm and 12.30 pm-3pm.

Saturday mornings require two people and it is highly recommended to open at 9 am as this brings in the market crowd.

You are required to fill in at least 80% of the staffing roster. We have a pool of volunteers that we can turn to if necessary to fill the other 20%.

Make sure a copy of the staffing roster is clearly visible in the gallery.

Facilities

Tea and coffee is available in the kitchen or feel welcome to bring your own supplies.

Light switches are located behind reception desk and outside the storeroom.

Please make sure all lights (and especially the storeroom light) are turned off before you leave the gallery. Only use the fluorescent lights when setting up your exhibition.

Selling art work during an exhibition

FOR ALL SALES

(This information is also available on the wall in the gallery)

1. Record all sale details on the sales sheet in sales folder.
2. Write an invoice for purchaser, this is their proof of payment they need to collect the artwork later. Be sure to fill in all required information.

Make sure your bank account number is filled in on the sales sheet.

If not paid in full on the spot, ask for minimum 10% deposit.

Please note that a fee of 2.5% will be deducted from any credit card sales. This will be deducted from each artist's total sales when reimbursed after exhibition is over.

Complete an invoice for each sale. Customers need proof of purchase to be able to collect their artwork at the end of the exhibition.

It is common practice not to let an artwork go before the closing of the exhibition. However this is your call. If you risk losing the sale otherwise, then let the work go. Just make sure it has been paid for in full.

EFTPOS sale:

Follow instructions under FOR ALL SALES.

Record Eftpos transaction # on the sales sheet. Write artist's name on back of the Eftpos merchant receipt and put in plastic bag.

Write EFTPOS in appropriate column on sales sheet.

Cash sale

Follow instructions under FOR ALL SALES and take your cash with you or if you are not the artist, put cash in cash box in the drawer.

Write CASH in appropriate column on sales sheet.

Internet banking sale

Follow instructions under FOR ALL SALES and arrange bank transfer.

This is the responsibility of each artist.

Write DIRECT in appropriate column on sales sheet.

Take down

Assess in advance how much gallery repair is required and allow time to dismantle the exhibition, fix the gallery walls and floor and be completed by 3pm on Wednesday. Everything you need is provided including, filler, paint, sandpaper. We can give you advice on the most efficient methods of repairing the walls.

Make sure you have made arrangements with the buyers for pick up or delivery and check if payments have been made. Works can be stored in the storeroom for pick up, but must be labelled clearly with name of buyer and PAID sign.

Lock up and return the gallery key into the lockbox. Make sure this is locked before you leave.