

# WORDS

## Hosted by The ARTS VILLAGE

Rotorua writers and artists are invited to submit original works for inclusion in our upcoming group show **'Words'**.

**'Words'** is an art exhibition which aims to showcase local writers and artists in a way that celebrates the written word in a visual medium. The exhibition invites the viewer to become the reader, and provide a visual outlet for the written word.

This document contains important information for artists wishing to submit work into the **'Words'** exhibition in 2019. Please read everything carefully to ensure that you are fully informed when preparing and delivering work for the show.

### Artists:

- **Open to artists who work and/or reside in the Rotorua region at the time of entry.**
- May submit a maximum of three works per artist or collaboration.
- Give permission for entered works to be photographed and used for promotional purposes, including online.
- The Arts Village reserves the right to refuse any artworks that do not meet the criteria.

### Eligibility:

All participating artists must guarantee that their submitted works:

- **Feature text as the dominant feature of the work.** If you are unsure if your work will be suitable for this exhibition, please contact Frances at [projects@theartsvillage.org.nz](mailto:projects@theartsvillage.org.nz)
- Is content and work that they have ownership of, and do not infringe upon New Zealand copyright laws.
- Is the sole work of the artist entering (unless it is listed as a collaboration, in which case all contributing artists must be named).
- Have not previously been exhibited in a visual exhibition format.

- Staff and Trustee members of Rotorua Arts Village Trust (provided they meet other criteria) are eligible to submit but are not eligible to receive awards and/ or prizes (where applicable).

## **Size:**

- 2D works must be delivered ready to hang, and be no larger than 1000mm by 1000mm (including framing/hanging mechanism).
- 3D works should be able to sit freestanding on a plinthe, and be no larger than 300mm by 300mm, unless otherwise agreed upon with The Arts Village Staff.

## **Acceptance of works:**

- An Artwork Registration Form must be submitted to enter your works for consideration in this show. This can be submitted at any time up to the hand-in date although early entry is advised. This is available as both a hard copy and in a digital format.
- All works must be labelled clearly with Artist Name and Title.
- Artworks must be delivered to The Arts Village on the scheduled delivery dates of Monday/Tuesday 4th/5th March between 10am- 3pm
- Acceptance of works will be at the sole discretion of The Arts Village. No correspondence will be entered into, their decision will be final.
- Artists will be notified if their works are selected for the show on Wednesday 6th March, the exhibition opening will be held on Friday 8th March. The exhibition will be open to the public from 9th March 2019 to the 30th of March 2019.
- Any works that aren't selected will need to be collected by Saturday March 9th during our opening hours.

## **Presentation:**

- All entries must have secure surfaces and may not be wet or otherwise especially fragile.
- Arts Village staff will install the exhibition and all works must be delivered ready to install with complete hanging mechanisms.
- All entries must be delivered in person to The Arts Village, 1240 Hinemaru Street, during Monday 4th - Tuesday 5th March between 10am- 3pm.
- All unsold work must be collected following the close of the exhibition between Monday 1st April and Wednesday 3rd April, between 10am and 3pm

## **Insurance:**

Insurance is the sole responsibility of the entrant while the work is in transit, for the duration of the exhibition and until it is uplifted by the artist or, in the case of sold works, the purchaser. All reasonable care will be taken in the handling of all entries, but no liability for loss or damage will be accepted by The Arts Village, Rotorua Arts Village Trust, its representatives, personnel, and/or volunteers.

## **Sales:**

Works must be clearly marked on the form as Not For Sale or with a sale price (including commission). The price of all works offered for sale must include commission of 25% which will be retained by Rotorua Arts Village Trust.

**Once your entry form has been submitted, prices cannot be changed.**

If a work is purchased, it is asked that the buyer pick up the work at the end of the exhibition, to allow others to enjoy. However, works are available to be purchased and taken at the time of purchase if requested by the purchaser. We are able to take cash, cheque, EFTPOS, Visa, and Mastercard payments.

## **Selection:**

The Arts Village will select a number of works based on the gallery space available. All works selected for the exhibition must remain in the exhibition for the duration from 9th March 2019 to the 30th of March 2019, unless by request of the purchaser.

## **Have a question?**

For all questions and enquiries please don't hesitate to contact:  
Frances Berkers (Community Engagement Coordinator)  
P: 07 348 9008  
E: [projects@artsvillage.org.nz](mailto:projects@artsvillage.org.nz)  
The Arts Village - 1240 Hinemaru Street, Rotorua 3010

# Group Exhibition Registration Form & Schedule of Works

Artist Name:

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Email Address:

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Contact Phone Number(s):

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Bank Account (for sold works):

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Title Work 1:

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Medium: \_\_\_\_\_ Price: \_\_\_\_\_

Title Work 2:

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Medium: \_\_\_\_\_ Price: \_\_\_\_\_

Title Work 3:

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Medium: \_\_\_\_\_ Price: \_\_\_\_\_

All unsold artworks must be collected and removed from the premises by Wednesday 3rd April 2019 at 3pm. Any work uncollected will become the property of The Arts Village.

By signing this declaration you declare you have read and understood the terms and conditions of participating in this show

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_