



NCG Exhibition Guide

Key Contacts

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Nau mai haere mai, welcome to the Nancy Caiger Gallery (NCG) @ The Meteor!

The NCG is operated by the One Victoria Trust; who's vision is to foster, develop, and encourage all forms of creative art, providing a vibrant and thriving venue that benefits the community.

In addition to being open Wednesday to Saturday 11am - 2pm, the gallery is also open before shows and by appointment. Exhibitions usually run for three to four weeks and can either be solo or group shows.

PROPOSAL INFORMATION

Exhibitions in the NCG have a weekly fee of \$50 +GST and this is in addition to a 20% commission taken upon sale of work. Artwork sales (less commission) will be paid to the artist(s) at the end of the exhibition period.

Exhibition layouts are decided in collaboration and will usually involve the exhibiting artist(s) as the primary installer. Any works that require special handling must be communicated in advance and any large-scale changes to the space and/or sound installations must be stated in your exhibition proposal. Any works involving the use of AI must also be disclosed in your proposal and it will be at The Meteor's discretion whether these works can be included in the exhibition.

All work must be collected within 5 working days from the close of the exhibition unless negotiated prior to the start of the exhibition. Any uncollected work after this period will incur a storage fee and will become property of The Meteor after 3 months.

If the artist(s) withdraws their exhibition proposal after the agreement form has been signed a fee will be incurred. The artist(s) will need to pay 50% of the gallery hire fee if the exhibition is cancelled within 4 weeks of the agreed opening date.

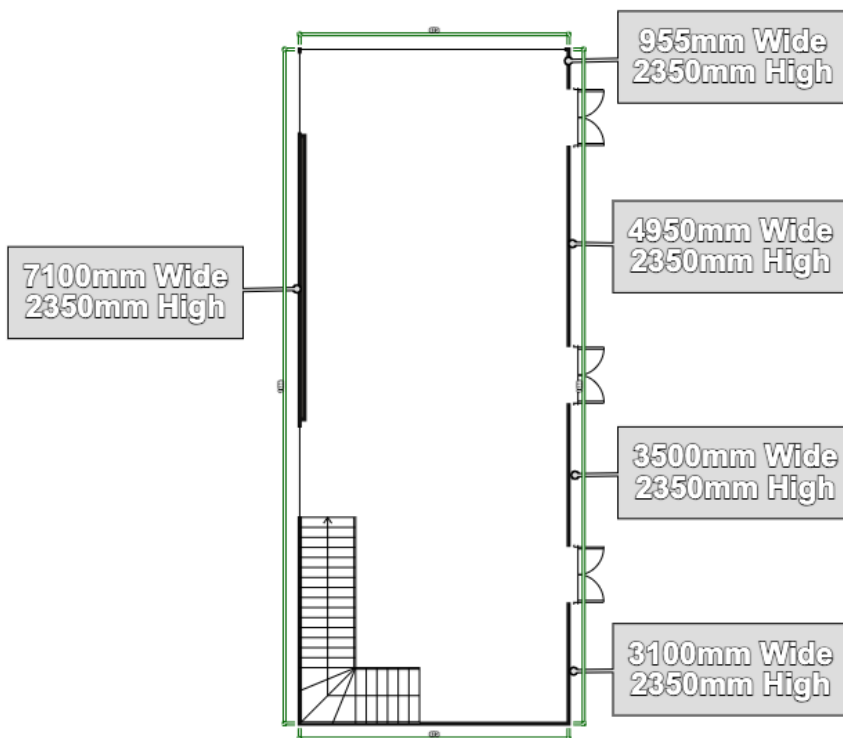
EXHIBITION OPENINGS

Exhibition opening events are scheduled to best fit with The Meteor programmed events and in consultation with the artist.

Generally, the artist can provide their own catering but any alcohol served at opening events must be purchased through The Meteor as a licensed venue. The Meteor has several options to suit different budgets, this can be discussed further once the exhibition dates have been confirmed.

The Meteor will also provide an on-site Duty Manager for the service of alcohol.

FLOOR PLAN



The Meteor also has a number of plinths available for use:

Plinth Size (H x W x D)	Quantity	Colour	Notes
160 x 750 x 545	6	Black	Open Base
600 x 300 x 300	5	Black	Fully Closed
910 x 320 x 320	2,	Black	Open Base
1220 x 320 x 320	1	Black	Open Base
600 x 410 x 410	4	Black	Open Base
500 x 500 x 500	2	Black	Fully Closed
500 x 1000 x 1000	2	Black	Fully Closed
220 x 1200 x 1200	4	Black	Open Base
310 x 1500 x 1500	1	White	Open Base
1200 x 500 x 500	1	White	Standard Gallery, Closed Base
1000 x 500 x 500	1	White	Standard Gallery, Closed Base
900 x 700 x 700	1	White	Standard Gallery, Open Base

TERMS AND CONDITIONS

Artist responsibilities:

- Have exhibited works available for sale (unless otherwise agreed with NCG).
 - Return all requested documents and information within the required timeframes.
 - Supply 3-5 high resolution colour digital images (jpegs) of the work to be exhibited, labelled with title, medium, size and date.
 - Supply an artist bio and exhibition description to be used for marketing purposes.
 - Supply a portrait A0 exhibition poster to be displayed in NCG. The NCG and Meteor logos must be included on all advertising.
 - Provide installation details/ requirements four weeks prior to the exhibition start date.
 - Any changes to the agreed proposal or arrangements must be discussed with The Meteor staff a minimum of two weeks prior to the exhibition start date.
 - Deliver all works to NCG ready for installation on the agreed date (labelled with artist, title, medium, size and date, and ready for hanging or display).
 - Pay one week worth of your total exhibition fee as a deposit on signing of the exhibition agreement.
 - Arrange insurance appropriate for the works while they are on NCG premises and in transit.
- Collect any unsold work from NCG within five working days of the end of the exhibition.

- Pay the remainder of the exhibition fee on the invoice provided no later than one week after the exhibition.
- The Artist (or representative from a group exhibition) needs to invigilate the exhibition for a minimum of one day per week.
- The Artist agrees to comply with the Health & Safety guidelines as set out by The Meteor Health and Safety policy.

Nancy Caiger Gallery responsibilities:

- Support you as an artist and work with you to provide our relevant professional experience in all aspects of your exhibition.
- Advertise the exhibition via The Meteor website and other relevant listing sites.
- Promote the exhibition on social media for both the NCG and The Meteor.
- Create a price list for the exhibition and display this in the gallery space.
- Ensure the gallery walls are in good condition prior to your installation.
- Assist the artist with installation and deinstallation of works.
- Handle works with care while they are within the NCG.
- Offer an exhibition opening on a mutually agreeable date.
- Provide an on-site Duty Manager for the service of alcohol during any private events.
- Allow the exhibition to be available in the event of a private viewing request.

If you would like to discuss any aspects of your exhibition proposal prior to submission, please email us at ncgallery@themetor.co.nz. We look forward to receiving your exhibition proposal.