



NCG Exhibition Guide

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

The NCG is operated by the One Victoria Trust; whose 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.

EXHIBITION INFORMATION

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

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.

The artist(s) must also share the following in advance of the exhibition:

- Artist(s) bio
- An exhibition title and description
- A portrait A0 poster design
- A 535 x 315 pxl image of the poster design that we can upload to our website
- A price list of your works with Title, Artist name, Media, Dimensions, Year
- Additional images of artworks or the artist(s) that can be used in the promotion of the exhibition

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.

Once the exhibition closes, all artwork must be collected within 5 working days 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.

EXHIBITION OPENINGS

Exhibition opening events typically fall on Saturdays from 12pm-2pm. If the artist(s) would prefer an alternative day/ time then this can be discussed with The Meteor team.

Opening events will require an on-site Duty Manager which is an extra charge of \$26 +GST per hour. Any catering must be supplied by the artist(s); however any alcohol must be purchased through The Meteor due to the conditions of our liquor licence. If you would like to have alcohol available, there are a few options:

- Everyone can pay for their own drinks, OR
- You can put down a bar tab for your guests, OR
- You can pre-purchase drinks for your guests which are poured on arrival for them

Drink prices can be supplied on request. Please discuss your preferences with The Meteor team in advance of the opening event.

EXHIBITION INSTALLATION

Exhibition layouts are decided in collaboration and will usually involve the exhibiting artist(s) as the primary installer. A gallery toolkit will be provided with the basics needed for installation. If any works require specific hanging methods, it is essential the artist(s) brings their own tools for this.

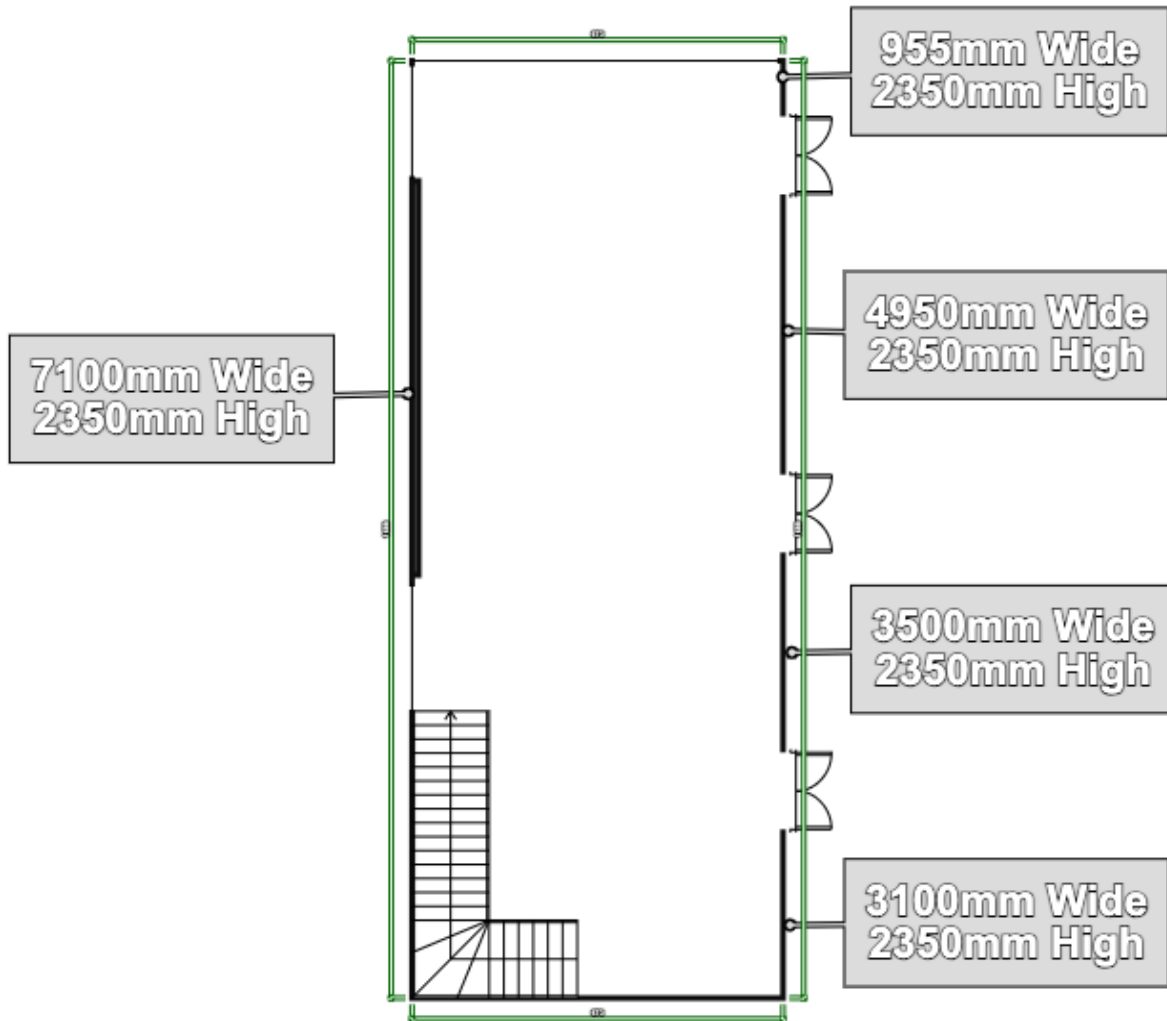
Any works that require special handling must be communicated in advance and any large-scale changes to the space and/or sound installations must be stated in your exhibition proposal.

The Meteor has a number of plinths available for use:

Plinth Size (H x W x D)	Quantity	Colour	Notes
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
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

If the artist(s) would like to use any plinths beyond those listed as 'standard Gallery', this must be negotiated in advance as the plinths are also used in the theatre and so may not be available.

FLOOR PLAN



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.
- Include the NCG and Meteor logos 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).
- Install the artworks in the exhibition themselves or arrange for this to be done.
- 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) must 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.
- Ensure the gallery walls are in good condition prior to your installation.
- Assist the artist(s) with installation and deinstallation of works where possible.
- 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 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.