

## GUIDELINES FOR EXHIBITION PROPOSALS

Percy Thomson Gallery Whakaahurangi Stratford presents a range of exhibitions of regional, national, and international importance, with associated visitor programmes, to engage, challenge, surprise and delight both residents and visitors to the region.

Percy Thomson offers versatile spaces that can accommodate exhibitions and installations. We do not hold an onsite collection. The Main Gallery, The Community Gallery (Gallery 2) or the entire exhibition space. All spaces are climate controlled in the Gallery. There is a small temporary storage bay to hold works onsite before and after installation/ exhibition dates.

Images of Percy Thomson Gallery and floor plans follow as **Appendix 1**

Please note that Percy Thomson Gallery plans exhibitions up to two years in advance.

The proposal should cover the following aspects:

1. Full contact details of the proposer of the exhibition, whether artist, curator, or organisation.
2. A full exhibition concept including the theme and philosophy of the exhibition or installation.
3. An identification of preferred exhibition space or an estimate of the linear metres of wall space or square metres of floor area required.
4. An indication of a preferred timeframe and duration of the exhibition. We find our exhibition slots range from 4 weeks to 8 weeks (including 1 week of installation), depending on the type of exhibition and time of year.
5. Content of the exhibition – the size, number and nature of works supplied (existing or new) including any items that might be borrowed and who from. Include images of the artworks where possible.
6. An indication of target audiences and relevance to learning experiences for early childhood, primary, secondary, and tertiary students as part of Percy Thomson Gallery's education programmes.
7. Suggested possible visitor programmes (eg: artist/curator talk, workshop etc.).
8. If you can, an exhibition plan identifying an indicative budget and roles of the exhibition team. The plan should contain an indication of the technical requirements and who might supply them. Technical aspects may include hanging or installation considerations such as plinths, or special equipment, or installation personnel.
9. A Curriculum Vitae of the artist(s) and/or curator, including images of artwork(s), exhibition and sale histories, and details of awards, written publications, reviews and talks. Links to online material is acceptable.
10. Please indicate whether the works are for sale. Percy Thomson Trust will take a 30% +GST commission of the retail price of any work sold.

11. Exhibition hire fee of the Gallery space (partial or full) will depend on the duration of the exhibition. The Organiser/ Artist/ Artist Group must agree to pay the hire fee during the installation week of the exhibition and will be invoiced by Percy Thomson Trust.

**At present:**

**Full Hire (79 lineal metres): 4 weeks are \$2,500 +GST**

**Partial hire, Main Gallery only (59 lineal metres): 4 weeks are \$2,000 +GST**

**Partial hire, Community Gallery only (20 lineal metres): 4 weeks are \$700 +GST.**

The walls are 3 metres in height.

The proposal will be assessed according to Percy Thomson Gallery's policy and procedure. Please recognise a period of information sharing may take place before an exhibition proposal is accepted. On acceptance of a proposal a contract will be developed, negotiated, and signed by both parties.

**Appendix 1:**

