



# Exhibition application form

## Dunedin School of Art Gallery

### Support material checklist

Please include with this application form the following:

- ☐ A CD with numbered, high resolution (350ppi, jpeg or tiff) images of the work proposed for exhibition. Include a list of numbered images with artist, title, date, medium and dimensions.
- ☐ A typed abstract of the concept of the proposed exhibition. (no more than 150 words)
- ☐ An up-to-date Curriculum Vitae.

### Contact details

#### Name

Individual artist or manager/contact person for group

#### Address

Phone

Email address

Name/Nature of group

Institutional affiliation/s and/or sponsorship

## Exhibition details

### Title of exhibition

### Nominated exhibition dates

1st option

2nd option

3rd option

### Describe briefly your exhibition project in material/practical terms:

Please indicate the following where relevant: media, scale, weight, installation details/requirements, electronic equipment, projections, number of separate works or components of a composite work, etc

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I have read and understand the **Term and conditions** and agree to all the terms laid out in this document.

### Singnature of applicant

### Date

### Name

# Term and conditions

## Cost

**Post Graduate students(MFA)** will be charged \$100 NZ per week for their examination exhibition in the School of Art Gallery. Usually the gallery will be booked for a 2 week period for MFA examination exhibitions. Individual post graduate exhibitors may share a proposal for the use of the gallery and thereby share the cost.

**Undergraduate students** (including post graduate students not in the MFA program) will not be charged for the use of the gallery as exhibitions will generally be group orientated and directed through the undergraduate/post-graduate program.

**Alumni and groups or individuals from outside of the School of Art** will be charged \$500 NZ per week to exhibit in the School Gallery.

**School of Art staff** will be charged \$100 NZ per week for exhibiting in the gallery.

## Exhibitor's responsibilities

**Transport and delivery** of work to and from the gallery is the responsibility of the exhibiting artist/s. Art works generally cannot be left or stored at the gallery after the exhibition. Alternative arrangements should be discussed with the Gallery Committee.

**All publicity** including design and printing of invitations and/or posters, postage, listings, invitations, catalogue/essay, gallery map/list, signage and contact list are the responsibility of the exhibitor/s. Local and national listings can be sent on request once your exhibition proposal has been accepted.

**All publicity** should include the Dunedin School of Art and Otago Polytechnic logos. These will be made available when your exhibition proposal has been accepted.

All care will be taken by the School of Art with artworks involved in exhibitions. However, it is the responsibility of exhibitors to insure their works to, from and at the gallery for the duration of the exhibition if they so desire.

**All publicity** material should be forwarded to the Dunedin School of Art Gallery committee **3 weeks** prior to the exhibition date for proof reading, approval and inclusion in the Polytechnic website.

It is the exhibitor's responsibility to document the exhibition. The School of Art Gallery committee will require a copy of that documentation for its records and for possible use in the promotion of the School and/or the gallery. *(See the copyright clearance form included at the end of this document.)*

Any change of direction for exhibition projects from those stated in the accepted proposal must be negotiated with the gallery committee in a timely manner.

The gallery is a non-commercial venue. Sale of art works will be the responsibility of the exhibitor. The work being exhibited will remain in the gallery until the end of the agreed exhibition period.

The Dunedin School of Art staff members making proposals for exhibitions in the school gallery should note that PBRF for exhibitions held within the employing institution's gallery is not rated as highly as for example peer reviewed exhibitions held in a similar institution elsewhere.

The exhibition schedule will be made available on the Dunedin School of Art/Otago Polytechnic website.

## Installation

It is the responsibility of the exhibitors to return the gallery space to its pre-installation conditions.

All installation costs associated with the exhibition will be the responsibility of the individual exhibitor or the group.

**Installation times** will be generally be between **9 – 5 on weekdays** unless attended and supervised otherwise by a member of the gallery committee, or in the case of MFA candidates from the School of Art by their supervisor/s.

Supervision of installation will be negotiated with the gallery committee and technical support staff.

Lighting for the gallery will be negotiated beforehand with the gallery committee and achieved under technical supervision and support from the School.

Flexible exhibition periods are available in negotiation with the gallery committee. Exhibitors can negotiate with the gallery committee regarding public access to the gallery on the weekend otherwise the gallery will be open to the general public between **10am – 4pm** weekdays during the academic year.

## Opening event

It is your choice whether you have an opening or not. If the proposed opening involves anything outside of the regular wine and nibbles hospitality it should be discussed with and approved by the Gallery Committee. *(For example the inclusion of live or recorded music, a performance or any particular welcoming/opening etiquette.)*

All opening expenses are the responsibility of the exhibitor/s. Opening events will usually be between **5pm - 7pm** of the week night of your choice during the exhibition period. Exhibitors must notify Property and Services of late opening for the automatic doors to the building until **7.30pm** of opening night.

## Submission

Exhibition proposals will be accepted at any time. However, there may be deadlines for proposal submissions.

Please return your completed proposal to:

**Neil Emmerson**  
**Senior Lecturer, Print Studio**  
[neil.emmerson@op.ac.nz](mailto:neil.emmerson@op.ac.nz)

**Dunedin School of Art,**  
**Otago Polytechnic**  
**Private Bag 1910**  
**Dunedin.**

### **Gallery committee**

Leoni Schmidt, Clive Humphreys, Andrew Last, Blair Allan & Neil Emmerson.



# Media Consent Form

Thank you for agreeing to participate in future promotions of Otago Polytechnic. We would appreciate you completing this form as an indication that you understand the purposes for which your image/statements will be used.

I give permission for Otago Polytechnic to use my photo, artwork, name, and/or profile for promotional purposes, in a promotional video/CDRom, the domestic and international prospectuses, fliers, the part-time course guides, the world wide web and in any other media items aimed at promoting Otago Polytechnic, Polytechnic education and New Zealand as an educational destination, for a period of five years, unless otherwise stated.

I am not aware of any circumstances which might mean that the use of my image by Otago Polytechnic has the potential to adversely affect the reputation of the Polytechnic.

Otago Polytechnic will always use discretion when using video footage, my photo, artwork and/or profile and will not use it to discredit me in any way.

I understand that I have the right to update or delete my file at any time. Once this request is made, it will be applicable to all future productions – all existing promotions will be continued to be used. All requests should be made in writing to:

**Dunedin School of Art, Otago Polytechnic – Freepost, Private Bag 1910, Dunedin 9054**

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**I have the approval of my employer to invoke their name in promotional material for Otago Polytechnic (if applicable).**

*Participants who are under 18 years of age must produce evidence of consent by their parent or guardian in accepting the above release.*

<b>Name</b>	<b>Title</b>
<b>Address</b>	
<b>Phone</b>	<b>Email address</b>
<b>Area of Study</b>	
<b>Photographer</b>	
<b>Additional Comments</b>	

<b>Signed</b>	<b>Date</b>
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# Checklist for Images

Please include include a number in the image file title and could the file title please also correspond with the caption list below.

- ☐ Please include high resolution (1-2MB) and low resolution files (approx 200x200 pixels at 72 dpi). Put images on disc or use drop box J:\Shared\ART\All Art Staff\WEBSITE\Student Work\your name.
- ☐ Please ensure all images are accompanied by the caption list which includes: title, date, media, size (if applicable) and photographer for each work. These should be numbered as above.
- ☐ A 100 - 300 abstract. For example short blurb about the work and short artist statement or bio.
- ☐ The consent form must be signed for us to be able to use your work. Please use the additional comments box for any caveats or explanations.

Note: If the photographer is different from the artist in the works please include the photographers' details as well. Thanks.

<b>Artist's Professional name</b>
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## Captions of artworks

1. Artwork title	
Date	Size
Media/format	
Copyright licence	Photographer

2. Artwork title	
Date	Size
Media/format	
Copyright licence	Photographer

3. Artwork title	
Date	Size
Media/format	
Copyright licence	Photographer

4. Artwork title	
Date	Size
Media/format	
Copyright licence	Photographer

**Abstract** (short blurb about the work and short artist statement and/or bio)

Please make a copy of the Media Consent Form, If you wish to keep one copy for your reference.

Please contact Pam McKinlay [Pam.McKinlay@op.ac.nz](mailto:Pam.McKinlay@op.ac.nz), for any further questions, queries or concerns.

For more information regarding CC licences please link to Creative Commons NZ  
<http://www.creativecommons.org.nz>