

Exhibition Proposal Form

Please fill out the following form and email to the Gallery Manager Curator (exhibitions@uxbridge.org.nz) with:

- ✓ Exhibition outline and any additional texts
- ✓ Two images (as described in this form)
Please ensure the image files provided are of a high quality/resolution. We prefer at least 300dpi, minimum size 10cm x 15cm, eps, tiff and jpeg files only please

Group / Individual Name	
Contact Phone Number	
Contact Email	
Website / Blog	
Mailing Address	

EXHIBITION TITLE	
Artist(s) Involved	

Preferred Exhibition Dates	
Preferred Exhibition Location	<input type="checkbox"/> Showcase (Concourse Area) <input type="checkbox"/> Grey wall <input type="checkbox"/> Malcolm Smith Gallery

Preferred Duration	
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Exhibition Outline

Please provide **300-600 words describing the exhibition**, including a brief **artist or group biography/description of practice**.

Description of the artworks

We require a full list of the artworks that will be displayed in the exhibition, see table below. Display method refers to 'wall hung with pins', 'sitting on plinth' etc. For photographs please indicate whether they will be framed or not. Floor plans and dimensions will be given.

Artist	Date	Material	Dimensions	Display Method

Special Requirements

(Please state any special requirements for display and installation ie. TV Monitors, projectors, plinths)

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Images

Image #1 File name	
Title of work	
Artist	
Date	
Medium	
Dimensions	
80-100 word brief description of the work	

Image #2 File name	
Title of work	
Artist	
Date	
Medium	
Dimensions	

80-100 word brief description of the work	
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SEND THE PROPOSAL TO:

By Post:

Exhibitions Coordinator
Malcolm Smith Gallery
35 Uxbridge Road
Howick
Auckland

By Email:

Exhibitions Coordinator Malcolm Smith Gallery
exhibitions@uxbridge.org.nz

Any individual or group is welcome to apply to hire the Gallery for an exhibition. Please note that exhibitions are normally scheduled 6 - 12months in advance. You will be notified if your proposal has been accepted or not.

Commission on Gallery sales 30% of total sales

Uxbridge will retain 30% on all retail sales. The retail price indicated by the exhibitor will include the commission. The price you put on your artwork needs to include these commissions and they will be deducted from your final payment. The exhibitor will be paid for sold artworks within one month after the last day of the exhibition, either by cheque or direct bank transfer. Uxbridge will contact the exhibitor for bank account details if and when necessary. All artworks must stay on display for the duration of the exhibition.

Gallery Guidelines and Hours

Gallery exhibition space is available for a minimum of one month. Exhibition hours are Weekdays 10am – 4pm, Saturdays 10am – 4pm. Please be aware that the meeting room is a multi-use facility. Therefore, the exhibition may be closed at times. We apologise for the inconvenience caused.

We reserve the right to give direction to hanging the exhibition and to amend the number of works hung.

It is not always possible for an **opening event** to be held at Malcolm Smith Gallery, please contact the Exhibitions Coordinator to discuss the possibility of this.