First Steps 2027 Registration

Village Arts Centre
Eastside Gallery
30years: 1997-2027

Thank you for your interest in contributing to this exhibition.
We are committed to artist development.
We welcome all forms of art that can be presented at Eastside Gallery.
In 2027 we mark our 30th year.

Theme: *First Steps* is a supportive environment for artists who are new, or nearly new, to exhibiting. You're eligible either if you've never exhibited before or if you've only been involved in a few shows – just list the details on page 5. The works you put forward can be in any style, theme and medium but must be no older than 2025. There is a 3x limit to exhibiting in this show. We have other shows in this series for artists to progress onto once they have more experience (*Stride by Stride* & *Momentum*). We also have around four-six open call shows with themes per year. Exhibition experience is irrelevant for those shows and there is no limit to the number of times you can be involved.

Number of works: Usually 21-30 per show. This may vary depending on the nature and scale of the works, but it is hoped that each artist can contribute up to four works, space allowing (a selection of two-three is more typical, due to demand). You're welcome to register your interest with a single work, though we prefer to present a small body of work by each artist, so at least two pieces is advised. Please note that submitting only one work may affect selection.

How to register: Please complete both steps:

1. **Email clear, well-lit photos** of your works. You can include multiple images per work, but please make sure the whole of the work can be seen. **Name each file** with the work's title and your name. You can also bring printed photos to the Centre.

2. **Submit the last two pages of this form** to the Curator at liz@villageartscentre.org.nz (email preferred - even if you fill in the pages by hand, take a photo of each page and email those through). You'll receive confirmation once received.

Selection: The Curator will go through all registrations of interest together after the deadline has closed. Selection will be guided primarily by our commitment to artist development and to providing as many opportunities as possible for new and emerging artists. Other considerations include how well-developed works are and the need to balance the sizes and styles of different artworks in order to make the most of the gallery space and visitor experience.

Note: We recommend leaving framing, D-rings and artist statement until after selection.

Vital Dates and Contact Details

- **Exhibition Dates:** 2 – 27 February 2027 (four weeks)
- **Deadline for registering your interest:** Tuesday 12 January 2027
- **Curator in charge of exhibition:** Liz Boldt liz@villageartscentre.org.nz
- **Exhibition Fee:** Fee-free
- **Art Drop-off:** Either between 5-6pm Friday 29 January or between 11-12noon Monday 1 February. Installation starts at 12noon on Monday 1 February (*you are welcome to help install - this is optional)*
- **Opening event is scheduled for:** 5.30-7pm Tuesday 2 February 2027
- **De-installation:** Either 5pm Saturday 27 February or between 10-11am Monday 1 March 2027

The Artwork

1. Participating artists must reside in Canterbury at the time of the exhibition.
2. All artworks must be the artist's own mahi/work/inspiration/intellectual property and not infringe the copyright and moral rights of any third party.
3. All work should be signed and dated. Please feel free to discuss this with the Curator if the nature of the work means this is tricky.
4. In accordance with our aim to facilitate artist development, it is expected that the works you exhibit will be originals (very limited-edition prints are fine for some types of works, such as printmaking, digital or photographic works). They must be no older than 2025 and should not have been exhibited already in a professional gallery or art show.
5. Artists are expected to drop their works off in person and attend the opening event.
6. Works must technically be able to survive the duration of the exhibition.

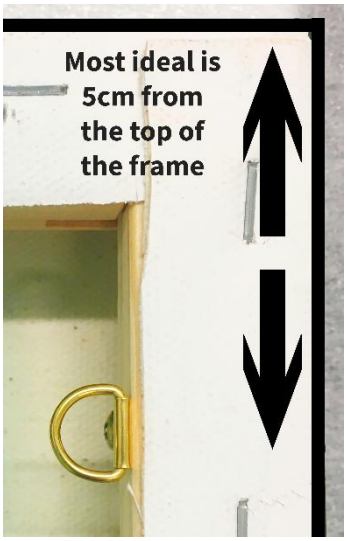
Commission and Pricing

7. As our first priority is artist development, it is optional whether artists wish to make their artworks available for sale. If you don't want your work to be for sale, please write NFS in the catalogue details. Given this is an exhibition for newer artists, $800 is the max price.
8. There is a 28% commission on sales. Artists will be paid after the exhibition has closed and once all purchased art has been fully paid for. We may offer layby, but if you are not keen to wait on such an arrangement, please feel free to discuss this with the Curator when you drop your works off. As we are a Charitable Trust, there are a few steps to go through when processing artist payments and this can sometimes mean there is a small delay before payment. In most cases, artists are paid within 10 days of the exhibition closing.

9. The Curator is happy to provide guidance on pricing (÷ .72 = to see the commission-added figure). There's plenty of time to discuss pricing, or to change your mind, ahead of the show. Just put a ? on the catalogue section at the end.

Installation

10. Nails, glue & adhesive products *cannot* be used in the installation process due to the building's heritage status (sculptures on plinths have more flexibility in this regard). Wall works use a hanging system (max 15kg).
11. Use of any kind of naked flame (eg candles or incense) is prohibited.
12. Please discuss handling and movement of large, heavy or fragile works with the Curator.
13. The show will be installed by the Curator, although you are welcome to assist, learn about Eastside's processes and philosophy and have some input into this process. The Curator will endeavour to help you achieve your vision as closely as possible, but final placement is the Curator's discretion. The Curator reserves the right to exclude any work.
14. All content, artworks, installations or objects will be installed in a safe and secure way so as not to endanger the public visiting the gallery, or the after-hours users of the space. The Curator may, purely for the safety of artworks and/or of visitors, deem it necessary to move works to a safer location, such as the Mini Gallery. A decision to shift any part of an exhibition would not be made lightly and only carried out after discussing the situation with the artist and all other options had been exhausted.
15. All works must be well presented and ready to hang. Poor-quality materials such as perspex or poster frames will not be accepted, although unusual or experimental approaches to presentation are encouraged if it suits the artwork. Artists do *not* need to spend large amounts on framing. We have a stock of frames available for artists to borrow. The Curator is also happy to provide advice and assistance in this regard. Unless artists are using UV70 or museum glass, we put the glass behind the work while it is exhibited but insert it back in front for buyers. That said, we would never require someone to remove the glass on a professionally-framed work. Artists who intend to professionally frame their work should take good publicity photos and email them to the Curator *before* this happens.
16. We hang from the D-rings only (or tri-rings / brackets / eyelets etc) and never from string. Works look their best as per the image right with D-rings 5cm from the top. Attaching D-rings to the back of the frame facing upwards is also fine as long as they can't be seen from the front. This is something you should do yourself, but the Curator will do this if necessary (and shift them if they're not in the right place). If you've had your works professionally framed, the D-rings will *not* be in the right position unless the work is large and/or heavy (in which case its sheer weight will keep it flush against the wall). Please don't shift what the professional framer has done (it will be a better placement for home hanging), but please add two more D-rings near the top of the work.



Publicity

17. The exhibition will be promoted via our mailing list, website, social media, and art/news publications. Artists are encouraged to make use of their own publicity networks.
18. By signing this Agreement, you consent to your work being photographed and shared online. Please support this online effort by following us and reacting to social media posts.
19. Email an artist statement of around one A4 page (font size 20) in an editable format to the Curator at least four days before installation. Include a bit about yourself and the work/s being exhibited. The Curator is happy to help shape your statement.
20. If framing behind glass, send good-quality photos *before* framing to the Curator. Reflections make post-install photos difficult unless using UV70 or museum glass and our ability to effectively promote your work to our online audience will be compromised.
21. The Curator may request more effective images for publicity: high-res, well-lit, no shadows or reflections, no tilt that severely skews the work, and no distractions in the background (relevant for sculptures or unusually shaped works). Ideally show the full work or at least a compelling detail. Please do not continue to alter the artwork once you've sent these through.
22. The Curator will compile the catalogue based on the information you provide in this Agreement. Please label the back of each artwork with your name and the title of the work, so that it can be matched with the catalogue information.

De-installation

23. The entire show will remain in place until 5pm on the final day.
24. Unsold works must be collected within 72 hours. You may nominate someone to collect.
25. Works left longer than two months will be considered to have been donated to the Village Arts Centre.

General

26. The Gallery is a multi-use space. After-hours users have signed an Agreement not to touch artworks.
27. The Village Arts Centre accepts no responsibility for artworks at the Centre. Insurance is the artist's responsibility. We have at two staff present during opening hours, security cameras and an alarm system.

Registration of Interest
Contributor Agreement
First Steps 2027



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Agreement

By signing below, you agree to adhere to the Village Arts Centre's policies and procedures, as described in this Agreement, a copy of which you have kept for your information. If the contributing artist is under 18 years of age, a parent or guardian must sign.

1. Artist's Name: (as you would like it to appear in the catalogue)
2. Home Address (include suburb):
3. Phone:
4. Email:
5. Would you like to join our mailing list (usually once per month)? Yes ☐ No ☐ N/A ☐
6. Are you able to drop the work/s off in person?
7. Are you able to attend the opening event?
8. If you would like to be tagged in Facebook and Instagram posts, please provide the relevant details below *(due to a range of factors such as your account settings this may not be possible).*
   Facebook username:
   Instagram handle:
9. Bank Account details for payment of art sales. Name on Account:
   Internet Banking Number:
10. Are you completely new to exhibiting your art anywhere?
11. Have you exhibited at Eastside before? If yes, please give details:
12. Please list other exhibitions you've been part of outside Eastside (separate page if necessary):

Signature: Date:

Catalogue Details

- **Artwork #1 -** Title of Entry:

Medium (eg acrylic ***on*** canvas):[1] Year:

Size (HxWxD in mm):[2] Selling Price: [3]

Frame? This work will not be framed: ☐ I intend to frame: ☐ I have framed: ☐

If framing, please give measurements that include the frame (HxWxD, in mm):[4]

- **Artwork #2 -** Title of Entry:

Medium (eg acrylic ***on*** canvas):[1] Year:

Size (HxWxD in mm):[2] Selling Price: [3]

Frame? This work will not be framed: ☐ I intend to frame: ☐ I have framed: ☐

If framing, please give measurements that include the frame (HxWxD, in mm):[4]

- **Artwork #3 -** Title of Entry:

Medium (eg acrylic ***on*** canvas):[1] Year:

Size (HxWxD in mm):[2] Selling Price: [3]

Frame? This work will not be framed: ☐ I intend to frame: ☐ I have framed: ☐

If framing, please give measurements that include the frame (HxWxD, in mm):[4]

- **Artwork #4 -** Title of Entry:

Medium (eg acrylic ***on*** canvas):[1] Year:

Size (HxWxD in mm):[2] Selling Price: [3]

Frame? This work will not be framed: ☐ I intend to frame: ☐ I have framed: ☐

If framing, please give measurements that include the frame (HxWxD, in mm):[4]

1. Please give more information that just "acrylic" – acrylic on canvas or board or paper? etc. Please list all materials instead of writing "mixed media" (within reason, if the list truly is too long, please write only the main materials but indicate there are more).
2. Please check that the first measurement is height, followed by width. Depth is only relevant for 3D works. This is the measurement of the work *unframed*. Please use mm.
3. See number 9 re pricing, especially if you're feeling unsure.
4. If you don't have a frame yet, just write "unknown."