

Mt Eden Village Centre
449 Mt Eden Rd, Mt Eden, Auckland 1024,
Tel: 09 6310678, E: manager@mtedenvillagecentre.co.nz, www.mtedenvillagecentre.co.nz

Guidelines: Art exhibition at the Mt Eden Village Centre

Hanging of the artwork:

Both the foyer and the hall have click rails installed to hang up artwork. The Centre has 98 hangers that can be used to hang up artwork. **No nails can be put in the walls to hang up art work the centre.** If the provided rails with the hangers do not work for the artist please contact the centre manager to discuss. There is a bond of \$400.00 for each art exhibition at the centre. The plaque at the church wall can not be covered by artwork.

Opening hours:

Access to the exhibition is only available when the centre is open. Opening hours are from Mo – Fr, 10am-12midday. If the exhibitor wants longer access then they need to be present when the centre would otherwise be closed.

Art exhibitions on craft market days or other events at the centre:

We suggest that the artist visits one of the craft markets to see how the crafters use the space. Paintings from the artist might have to be removed or relocated for this day to make sure no damage is done and crafters can use the space.

Crafter have booked the centre and kindly accepted that artwork can be displayed on the wall if this dose not affect the set up from the crafters. Please note that artwork on the wall might be covered by crafter display on that day. If artist can not work within this arrangement art has to be taken off the wall for the craft market.

Floor space has to be cleared and all tables need to be available and clear for the crafters to us on that market day.

If the artist wishes to use a table or a display on the craft market, please contact Isha Edward, Tel: 623 6294 to arrange the booking of a table or display space.

Selling of artwork:

It is the responsibility of the artist to organise the sales of the art during opening hours of the centre and the exhibition. The centre manager does not do any sales during the artist absence and can not receive payment for artwork.

The artist can leave a catalogue and a list at the managers office that the centre manager can use to collect contact details from potential clients that can be contacted by the artist.

Advertising of art exhibitions:

It is the artist responsibility to advertise his exhibition at the centre. We recommend to list exhibitions on the www.eventfinder.co.nz

Leaving the centre:

The artist has to:

- check that all light and heaters are turned off, this includes the toilets lights.
- set the alarm before leaving the centre
- take any rubbish with them
- take his belongings with them