

Kāpiti Coast Art Trail 2022

Terms and conditions for Participants

General information

Please read all the conditions carefully before completing the application form to make sure you fit the criteria and what your obligations and responsibilities are.

Opportunities for participants

The opportunities the event offers are:

- For artists the Art Trail is an opportunity to interact with visitors, to showcase the wealth of talent in the district, and to draw visitors to the district, to the mutual benefit of all.
- For visitors the Art Trail is an opportunity to view and interact with a variety of artists from around the district and experience the Kapiti Coast as a destination.

Categories

For 2022 there are some changes to the names of categories. The categories are as follows:

- **Artist in Studio:** you are a “working Kāpiti Coast artist” with a studio in the Kāpiti Coast district where you create most of your artwork and where visitors can see you creating your work. Creating art is a significant part of your work life and a main source of your income. You will be in attendance at your studio for the duration of the opening hours of both weekends of the Kāpiti Coast Art Trail.
- **Artist in Shared Space (formally Hubs):** 2-5 Kāpiti Coast artists sharing one site specifically for the entire duration of the Art Trail. Shared Spaces require a nominated Shared Space Coordinator. All Artist in Shared Spaces will be in attendance at your site for the duration of the opening hours of both weekends of the Kāpiti Coast Art Trail.
- **Exhibition Space:**
 - **Established gallery:** you must be a gallery whose main business is art and must be open to the public at regular times during the year. During the Art Trail most of the artwork in your gallery will be by Kāpiti Coast artists.
 - **Art Society/Club or Guild:** you are an incorporated society that supports a range of member artists, who live in the Kāpiti Coast. Some or most of your members will be emerging artists or hobby artists.

We do not offer the option “not in Trail” this year.

Fees

Category	Fees
Artist in Studio	\$225
Artist in Shared Space (formally Hub)	\$200
Exhibition Space (formally Gallery, Art Society/Guild)	\$225

Payment: Applicants will be invoiced on confirmation of their application being accepted.

All fees must be paid within seven days from the date of the invoice, unless by prior arrangement.

Health and Safety

Health and safety plan: To participate in the Art Trail you must complete a health and safety plan. A Health and Safety plan template will be provided but other templates may be used.

Health and safety checks: We will carry out a health and safety check on all new venues on the Trail. Previous participants sites may also undergo a health and safety check.

COVID: All Art Trail participants must make themselves aware of what they may be required to do under Covid Protection Framework. See - <https://covid19.govt.nz/>

Definitions of other terms

See **Categories** (above) for definitions of Artist in Studio, Artist in Shared Space and Exhibition Space.

Artwork: Quality artwork in whatever medium involves high creativity, originality, and technical skill. Generally individual pieces are unique, or the original/design template (e.g. as for printing, photography, or digital imagery, or printed art) is unique. Artists may be asked to provide images of their artworks before being accepted. Artists may include reproductions of their original artworks e.g. cards or photographic prints.

Kāpiti Coast artist: Artists in Studios and Artists in Shared Spaces must live or work predominantly in the Kāpiti Coast, producing a significant part (60% or more) of their artwork in the Kāpiti Coast District. (This can mean 60% of output or of the artist's process).

General conditions:

Health and safety: All participants undertake to complete a health and safety plan and meet any COVID regulations in place at the time of the event.

Site check: All artists' Studios including Shared Spaces and Exhibition spaces sites may be quality assessed and vetted.

Quantity: All Art Trail participants undertake to have a sufficient amount of artwork on display for the duration of the Kāpiti Coast Art Trail to ensure a good visitor experience.

Assistance: All Artist in Studio, Shared Spaces and Exhibition Spaces are encouraged to have assistance to manage visitors and sales over the duration of the Art Trail to support a great experience.

New participants: All new Art Trail participants will undergo a health and safety assessment for their site. Guidance with site-set up can be provided.

Applications: Council has the discretion to accept applications on a case-by-case basis, and to change the nominated category if required.

Permission: Artists agree to give Kāpiti Coast District Council permission to use information and images provided (by the Artist (in Studio and Shared Spaces), Exhibition Space Manager) to promote the Art Trail and the artwork of any individual artists or Art Trail site. The Council will also store this information for use in future promotions of arts on the Kāpiti Coast.

Images: Artist agree to provide images to be used in the Art Trail Guide and website as well as used to promote the event on social media and in print. The images must be:

- of high quality,
- no bigger than 10MB each,
- individually named with the Artist name and the subject of the artwork.

Images that do not meet the criteria will not be used.

Self-promotion: All participants agree to help promote the Art Trail and self-promote for the purposes of the Art Trail.

Visitor numbers: All participants are to keep a record of the number of visitors to the site for each day of the Trail and provide the total to the Council after the Trail; and

Standard: Artwork should be original, good quality, and professionally presented. See above for definition of “artwork”.

Exhibition spaces (Galleries and Art Societies/Clubs/Guilds): should ensure most of the artworks in their venue are by Kāpiti Coast Artists but can include artists from elsewhere. Gallery/Art Society/Club/Guild Managers are expected to vet the quality and eligibility before accepting artists and their work and take responsibility for managing the venue.

Responsibilities for shared venues: Artists in Shared Space, Established Art Galleries, Art Societies/Clubs and Guilds are responsible for arranging the venue, additional publicity for the venue, payment options such as eftpos machines, and are responsible for the health and safety conditions for the venue.

Shared Space Coordinator: The nominated coordinator may be one of the artists in the space but may be another person.

Insurance: Participants are responsible for their own insurance arrangements. Participants agree to indemnify and hold harmless Kāpiti Coast District Council, its employees, officers, volunteers and other helpers from any and all claims, actions, demands or other proceedings arising out of any act or omission by the participant relating to the Art Trail.

Application decision: the Kāpiti Coast District Council's decision on each application is final and no correspondence will be entered into.

Proof of work: Applicants may be asked to provide evidence that they live and/or produce artwork in Kapiti as per the criteria.

Dishonesty: Council hold the right to decline applications for lack of honesty and disrespectful behaviour.

Feedback survey: all Art Trail participants will complete a feedback survey provided by the Kāpiti Coast District Council and return this to the Kāpiti Coast District Council in the required timeframe. By not completing the survey I may not be accepted for participation in a future Art Trail.

Application fee: Invoices will be issued after applications close. If accepted, I must pay the application fee within seven days of the date on the invoice.

Terms and conditions for Artist in Studio checklist:

I agree to the general terms and conditions as stated in this document.

I confirm I live and/or have a studio and produce a significant part (60% or more) of my artwork in the Kāpiti Coast District.

I agree:

- if my application is successful, my studio will be open to visitors and I will be present in my studio, for the duration of the opening hours of both weekends of the Kāpiti Coast Art Trail and during advertised times during the year.
- that only artworks created by the artist(s) named in this application will be on display in this studio during the Kāpiti Coast Art Trail.

I understand that:

- when considering my application my working studio will be assessed for providing a good visitor experience with safe access to the public,
- to create a positive visitor experience in my studio, by presenting how I create my art and give background to my artwork (through demonstrations, staged presentations of the process, and/or or visitor involvement).

Terms and conditions for Artists in Shared Space, including Shared Space Coordinator checklist:

Shared Space Coordinator

I agree:

- to the general terms and conditions as stated in this document.
- that I am responsible for communications with Shared Space artists exhibiting at this venue.

I confirm I have the consent of each artist exhibiting in this Shared Space to provide their information and images to the Council for these purposes.

Shared Space Artist

I agree to the general terms and conditions as stated in this document.

- I confirm I live and/or have a studio and produce a significant part (60% or more) of my artwork in the Kāpiti Coast District.
- I will be in attendance at the Shared Space where my artwork is exhibited, for the duration of the opening hours of both weekends of the Kāpiti Coast Art Trail.
- I understand that my work will be represented as part of the Shared Space.

Terms and conditions for Exhibition Spaces (Established Gallery, Art Society/Club, and Guild) checklist:

I agree:

- to the general terms and conditions as stated in this document.
- that I have the consent of each artist exhibiting in this venue to provide their information and images to the Council for these purposes.
- that if my application is successful, the venue will be open to visitors during the opening hours of both weekends of the Kāpiti Coast Art Trail and during advertised times during the year.

I understand that each venue in this category is responsible for selecting their own artists/exhibition. The selection will showcase Kāpiti Coast-based artists during the Kāpiti Coast Art Trail, in accordance with the Art Trail mission to celebrate the arts on the Kāpiti Coast and for participation of emerging and established artists.

I confirm that the artist(s) and their artwork that will be in the exhibition during the Arts Trail live and/or mainly work and/or have a studio in the Kāpiti Coast district (or if exhibited posthumously, lived and/or worked in the Kāpiti Coast).

I agree:

- that artworks on display will be original, of good quality, finished to a high standard, demonstrate a good understanding of the medium used and presented in the most professional way possible. Multiple images are to be part of a limited edition.
- to undertake to have a sufficient amount of artwork on display for the duration of the Kāpiti Coast Art Trail to ensure a good visitor experience.

I understand that the following will be considered when assessing my application:

- The venue provides a good visitor experience, with safe access for the public.
- The venue is well established and open at regular hours throughout, or for a season during, the year.