



Kāpiti Coast Art Trail 2025

Participating Artist Terms and Conditions

The Kāpiti Coast Art Trail is an opportunity to interact with visitors, grow your customer base, showcase your talent, sell your work and draw visitors to the district, to the mutual benefit of all involved.

IMPORTANT

It is important that you carefully consider the Kāpiti Coast District Council (KCDC) terms and conditions for the Kāpiti Coast Art Trail 2025. Before registering, **please ensure that you meet all of the criteria**. It is important that you know what your commitments are to participate and make the Art Trail successful for the district.

1. CATEGORY

Please register for the appropriate category; the categories are as follows:

Category	Criteria	Commitment
A Artist in studio	You are a “working Kāpiti Coast artist” with a studio on the Kāpiti Coast district. This is 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 income.	<ul style="list-style-type: none"> You will be in attendance at your studio for the duration of the <u>opening hours of both weekends</u> of the Art Trail.
B Artist in shared space	You are 2-5 Kāpiti Coast artists sharing one site for the entire duration of the Art Trail.	<ul style="list-style-type: none"> All artists in the shared space will be in attendance at the site for the duration of the <u>opening hours of both weekends</u> of the Art Trail.
C Exhibition space	<p>a) <i>Established gallery</i>: You must be a gallery whose main business is art, and you 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.</p> <p>b) <i>Art Society/Club or Guild</i>: You are an incorporated society that supports a range of member artists, who live on the Kāpiti Coast.</p>	<ul style="list-style-type: none"> Artists who have work displayed in an exhibition space <u>do not need to be in attendance</u> for the Art Trail.

2. FEES

Please note the fees payable for the 2025 Art Trail; the fee categories are as follows:

Category	Fee	
A	Artist in studio	\$239
B	Artist in shared space	\$213
C	Exhibition space	\$239

Please note the following:

- Applicants will be invoiced on confirmation of their registration being accepted.
- Invoices are estimated to be issued to confirmed applicants in April 2025.
- Fees are to be paid within twenty-one days from the date of the invoice, unless by prior arrangement.

3. CONDITIONS

By submitting your registration to participate in the 2025 Art Trail, you must agree to the following conditions:

Registration:

- ‘Artists in studios’ and ‘Artists in shared spaces’ must live and produce their artwork on the Kāpiti Coast (Paekākāriki to Ōtaki). Evidence of this must be provided on request.
- Council has the discretion to accept registrations on a case-by-case basis, and to change the nominated category if required.
- Council reserves the right to decline registrations for any reason. If Council declines to register an artist, it will provide the artist with the reasons for that decision.

Standards:

It is in Council’s opinion that:

- All artwork shall be original, of good quality (in whatever medium that involves high creativity, originality and technical skill), and professionally presented.
- Any studio/shared space/exhibition space shall be presented professionally and align with safety standards.
- 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). Multiple images are to be part of a limited edition.
- To contribute to a great visitor experience, all participants undertake to have enough artwork on display for the full duration of the Art Trail.
- Participants are to provide a positive visitor experience by presenting art and studio/shared space in the best way possible including providing a friendly welcome, sharing background and inspiration to artwork, and interacting with visitors.

Promotion:

- All participants are to promote the Art Trail as well as self-promote for the purposes of the Art Trail; for example, contributing to the physical distribution of the Art Trail promotional material; using own media platforms to promote the Art Trail where possible, etc.

- Artists agree to populate/update their artist listing profile with information and images via the online portal. The information will be used for the Art Trail Guide and appear on the website. Council will review the information and change to meet the tense of the medium.

Permissions:

- Council is given permission to use information and images provided by the artist to promote the Art Trail, this includes the artwork of any individual artists or Art Trail site. Council has permission to store this information safely for use in future promotions of art on the Kāpiti Coast.
- Artists agree to provide images to be used in the Art Trail Guide and on the website as well as to be used to promote the event on digital forums and in print.

Consent:

- Only artworks created by the artist named in the registration form will be on display in this studio/shared space during the Art Trail (excludes exhibition spaces).
- Each artist exhibiting in the exhibition space must provide their consent to Council to have their information and images available for Art Trail purposes.

Site visit and Health & Safety:

- All participants and venues new to the Art Trail, including shared spaces and exhibition spaces, will be visited by a member of the Art Trail team. The purpose is to meet the artist in person, quality assess the artwork and site (including getting to and from the site) as well as health and safety vetting. A site check may also be requested of previous participants in the Art Trail.
- It is understood that all venues are the responsibility of the participant/s.
- All participants are required to complete a Health & Safety Plan for the studio/shared space/exhibition space for the Art Trail. *Note: A Health & Safety Plan template can be provided by Council.*

Records and surveys:

- All participants are required to complete a feedback survey provided by Council and return this to Council within the requested timeframe.
- All participants are to keep a record of the number of visitors to their site for each day of the Art Trail and report the daily totals to the Council after the Art Trail, via the artist Survey.
- All participants are to keep a record of the total sales made as a result of the Art Trail event, which includes total sales prior, during and after the Art Trail event. The combined total sales amount is to be reporting to Council after the Art Trail, via the artist survey.

Insurance:

- Participants are responsible to make their own insurance arrangements.
- Participants agree to indemnify and hold harmless 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.

4. GUIDANCE

Support and guidance will be provided by Council to all participants of the Art Trail, specifically:

- Health & Safety Plan template.
- Artist/s to promote the Art Trail and their Art using social media.
- How to work towards a successful Art Trail.