



# Kāpiti Coast Art Trail 2024

## Terms and conditions for participants

**Please read all the conditions carefully before registering to make sure you fit the criteria and know what your obligations and responsibilities will be.**

### Opportunities for participants

The opportunities the event offers are:

- For artists, the Kāpiti Coast Art Trail is an opportunity to interact with visitors, to showcase your talent, to sell your work and to draw visitors to the district, to the mutual benefit of all.
- For visitors, the Kāpiti Coast Art Trail is an opportunity to view, interact with, and purchase work directly from, a variety of artists from around the district, and to experience the Kāpiti Coast as a destination.

### Categories

The categories are as follows (please select the category that best fits your situation):

- **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 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:** 2-5 Kāpiti Coast artists sharing one site for the entire duration of the Art Trail. All Artists in the Shared Space will be in attendance at their shared 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 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.
  - **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.
  - Artists who have work displayed in an exhibition space do not need to be in attendance for the Art Trail. However, it is recommended that exhibition spaces have artists on site for the Art Trail where possible.

## Fees

| Category               | Fee   |
|------------------------|-------|
| Artist in studio       | \$232 |
| Artist in shared space | \$206 |
| Exhibition space       | \$232 |

Applicants will be invoiced on confirmation of their registration being accepted.

Fees are to be paid within twenty-one days from the date of the invoice, unless by prior arrangement.

## Site visit, health and safety

**Site check:** All participants and venues new to the Art Trail, including shared spaces and exhibition spaces sites, will be quality assessed and vetted with a full health and safety check.

Previous participants' sites may also undergo a health and safety check.

All Art Trail sites must be safe for visitors, trip hazards removed or mitigated, electrical cords secured, chemicals and toxic work materials removed or locked securely. Sharp or dangerous tools secured. Guidance with site set-up can be provided.

## Definitions of other terms

**Artwork:** Quality artwork in whatever medium that 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 (Paekākāriki to Ōtaki), 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:

**Quantity:** All Art Trail participants undertake to have enough artwork on display for the full duration of the Kāpiti Coast Art Trail. This is to ensure a good visitor experience.

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

**Registration decision:** Council's decision on each registration 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 the Kāpiti Coast as per the criteria.

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

**Permission:** Artists agree to give Kāpiti Coast District Council (Council) permission to use information and images provided by the Artist 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 art on the Kāpiti Coast.

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

**Promotion:** All participants are to promote the Art Trail and self-promote for the purposes of the Art Trail.

**Record visitor numbers:** All participants are to keep a record of the number of visitors to their site for each day of the Art Trail and provide the total to the Council after the Art Trail.

**Standard of artwork:** All artwork should be original, of good quality, and professionally presented. Multiple images are to be part of a limited edition.

**Exhibition spaces:** All exhibition spaces should ensure most of the artworks in their venue are by Kāpiti Coast artists but can include artists from elsewhere.

**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, and are responsible for the health and safety conditions for the venue.

**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.

**Feedback survey:** all participants will complete a feedback survey provided by Council and return this to Council within the required timeframe.

#### Specific terms and conditions for Artist in Studio and Artist in Shared Space:

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

I confirm that 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 that my studio/shared space will be open to visitors, and I will be in attendance for the duration of the opening hours of both weekends of the Kāpiti Coast Art Trail.

I agree that only artworks created by the artist(s) named in the registration form will be on display in this studio/shared space during the Kāpiti Coast Art Trail.

I commit to providing a positive visitor experience by presenting my art and studio/shared space in the best way possible including providing a friendly welcome, sharing background and inspiration to my artwork, and interacting with visitors.

#### Specific terms and conditions for Exhibition Spaces:

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

I confirm I have the consent of each artist exhibiting in this venue to provide their information and images to Council for Art Trail purposes.

I agree that the venue will be open to visitors during the opening hours of both weekends of the Kāpiti Coast Art Trail.

I understand that I am responsible for selecting the artists/exhibition on display for the Art Trail. The selection will showcase mostly Kāpiti Coast-based artists during the Kāpiti Coast Art Trail.

I understand that the following will be considered when processing my registration:

- 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.

### Other considerations:

**Support Team:** All Artist in Studio, Shared Spaces and Exhibition Spaces are encouraged to have extra people on site to manage visitors and sales over the duration of the Art Trail to support a great experience.

**Promotion:** Advice for supporting self-promotion, especially social media and digital channels in relation to the Art Trail can be provided.

**Visitor Experience:** Options for creating a positive visitor experience could include things like providing demonstrations or staged presentations of the process, short talks about your art, or visitor involvement/participation of some kind.

**Health and safety plan:** It is recommended all participants complete a health and safety plan for your studio/shared space/exhibition space during the Art Trail. A Health and Safety plan template can be provided.