

# KOAST Tai Tokerau Art Trail

## 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 you know 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 Far North as a destination.

### Categories

The categories are as follows:

- **Artist in Studio:** you are a “working Far North artist” with a studio in the Far North 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 source of income. You will be in attendance at your studio for the duration of the opening hours of both weekends of the KOAST art trail
- **Artist in Collective Art Hubs Established By KOAST:** 2-18 KOAST working artists sharing one site specifically for the duration of the Art Trail. These hubs and spaces require a nominated Coordinator. Artists in these spaces will be in attendance at the site for the duration of the opening hours of the KOAST Art Trail.
- **Exhibition Space:**
  - **Established gallery:** you must be a gallery whose main business is original art by working artists 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 original and unique art by Far North artists.
  - **Art Society/Club or Guild:** you are an incorporated society that supports a range of member artists, who live in the Far North. Some or most of your members will be emerging artists or hobby artists.
- **Guest Artists:** These are well known artists invited solely by the KOAST management group.

## Health and Safety

**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 original artwork in whatever medium involves high creativity, originality, and technical skill. Generally individual pieces are unique. Artists will be asked to provide images of their artworks before being accepted.

**Far North artist:** Artists in Studios and Artists in Shared Spaces must live or work in the Far North.

## 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 original artwork on display for the duration of the KOAST Art Trail to ensure a good visitor experience.

**Cancellation:** Should KOAST need to be cancelled due to circumstances beyond the organisation's control, the fees will not be repayable once the trail guide has been printed.

**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:** The Bay of Islands Creative Charitable Trust 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 KOAST permission to use information and images provided by artists to promote the Art Trail and the artwork of any individual artists or Art Trail site. This information will be stored for use in future promotions of arts in the Far North.

**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 KOAST after the Trail.

**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 Far North 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.

**Art Hub/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 for their art. Participants agree to indemnify and hold harmless KOAST and Bay of Islands Charitable Trust, 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 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 original artwork in the Far North as per the criteria.

**Dishonesty:** Bay of Islands Creative Charitable Trust holds the right to decline applications for KOAST for lack of honesty and disrespectful behaviour.

**Application fee:** For KOAST 2024, invoices will be issued after applications are received. If accepted, the applicant 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 in the Far North District and produce a significant part of my original artwork in the Far North 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 the KOAST Art Trail and during advertised times during the year.
- that only original artworks created by the artist(s) named in this application will be on display in this studio during the KOAST 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,
- I need 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 Collective Art Hubs, including Coordinator checklist:

#### **Coordinator**

I agree:

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

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

#### **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 of my artwork in the Far North District.
- I will be in attendance at the Hub where my artwork is exhibited, for the opening hours of the KOAST Art Trail.
- I understand that my work will be represented as part of the Hub.

## 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 their original art in this venue to provide their information and images for these purposes.
- that if my application is successful, the venue will be open to visitors during the opening hours of the KOAST - the Tai Tokerau Art Trail and during advertised times during the year.

I understand that each gallery etc in this category is responsible for selecting their own working artists/exhibition. The selection will showcase Far North based working artists during the KOAST Art Trail, in accordance with the Bay of Island Creative Charitable Trust's mission and KOAST's objective to celebrate the arts of the Far North District and for participation of emerging and established artists. In agreement with KOAST management group a guest artist may be able to exhibit at one of the galleries.

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

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.
- to undertake to have a sufficient amount of original artwork on display for the duration of the KOAST - the Tai Tokerau 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.