

Exhibitor Kit 2025



How to Participate



How to take part

Students & staff are invited to apply for an exhibition, either by themselves (a solo exhibition) or with a group (a group exhibition).

If you are interested in having an exhibition or taking part as a collective to have a group show. First please approach your mentor or tutor to let them know. They might have some useful advice or recommendations.

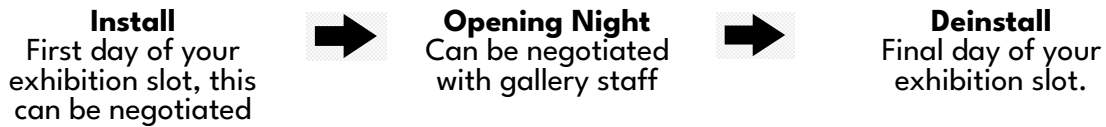
Students and staff are invited to apply for an exhibition, either by themselves (a solo exhibition) or with a group (group exhibition) apply [here](#). Your proposal will be assessed by the gallery committee.

If your application is successful you will be offered specific dates that are available. If you have a desired date the gallery committee will do their best to book you a spot.

Exhibitors Receive:

- A public exhibition in the Lab gallery with an opening night
- Option to sell artwork. There is a 20% + GST gallery commission on all work sold.
- Support and coordination from gallery staff
- The Gallery committee will promote the exhibition through The Lab Gallery Newsletter & Lab Gallery Instagram. Please send any promotional material to gallery@tlc.ac.nz
- Toolkit for installation

Exhibition Guidelines:



Exhibition Hours

- Exhibitions are open for 2 weeks, unless stipulated.
- TLC Gallery is open Mon - Fri (9am - 4.30pm). Extended hours by arrangement if practical (extra student/staff time required).

Opening Night

- Openings are 4:30pm - 7pm on the night negotiated with the gallery committee.
- Food & drinks can be supplied by exhibitors if they wish.
- No alcohol to be served, unless arranged in advance with the gallery committee.
- Alcohol must be accompanied with food.
- Glasses are available for hire: \$30 to be paid prior to opening.
- It is the responsibility of the exhibitor that the Gallery must be cleaned and cleared of all glasses, food, additional tables etc. at the end of the opening on the day of the opening. Rubbish bags and brooms will be made available to the exhibitor.
- Any work that is sold prior to the opening must be noted as NFS (not for sale) on the catalogue. Red sticker dots may be applied to sold works within the two weeks between opening and closing dates of the exhibition.

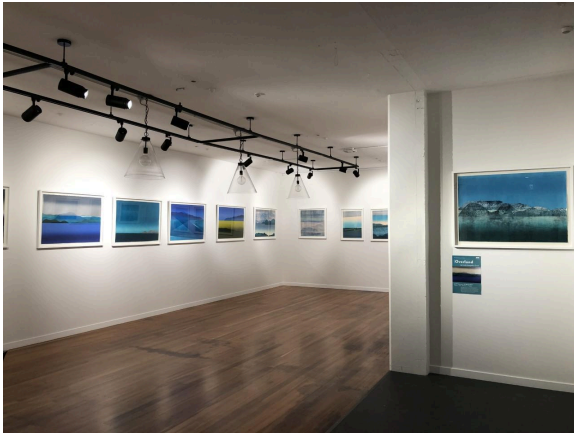
Install

- Installation must be on the first day of your exhibition booking, unless prior arrangement with the gallery committee has been made.
- Installation is the responsibility of the exhibitors. Exhibitors need to install their artwork, or make their own arrangements for this to occur.
- Basic tools & materials are provided in the gallery tool storage room.
- The Gallery committee will schedule sessions to support exhibitors. If you have any specific questions regarding installation or tools, get in touch with the gallery committee.

De-Install

- De-installation takes place on the final day of your exhibition slot and must be completed by 4.30pm.
- De-installation is the responsibility of the exhibitors.
- TLC gallery must be returned in good condition.
- Plinths & supplies returned to the gallery tool storage room. Please use a dolly to move the plinths. The plinth room should be left as it was found.
- Please do not drag heavy items across the gallery floor.
- TLC appreciates quick collection of unsold work.
- All sold work needs to be stored in the gallery art storage room after the close of the exhibition.
- TLC is responsible for the packaging and, if required, posting of sold artwork, along with providing a sales summary & payment to exhibitors. Posting of sold artwork is at the expense of the buyer, and must be arranged with the sale.

Point of Sale

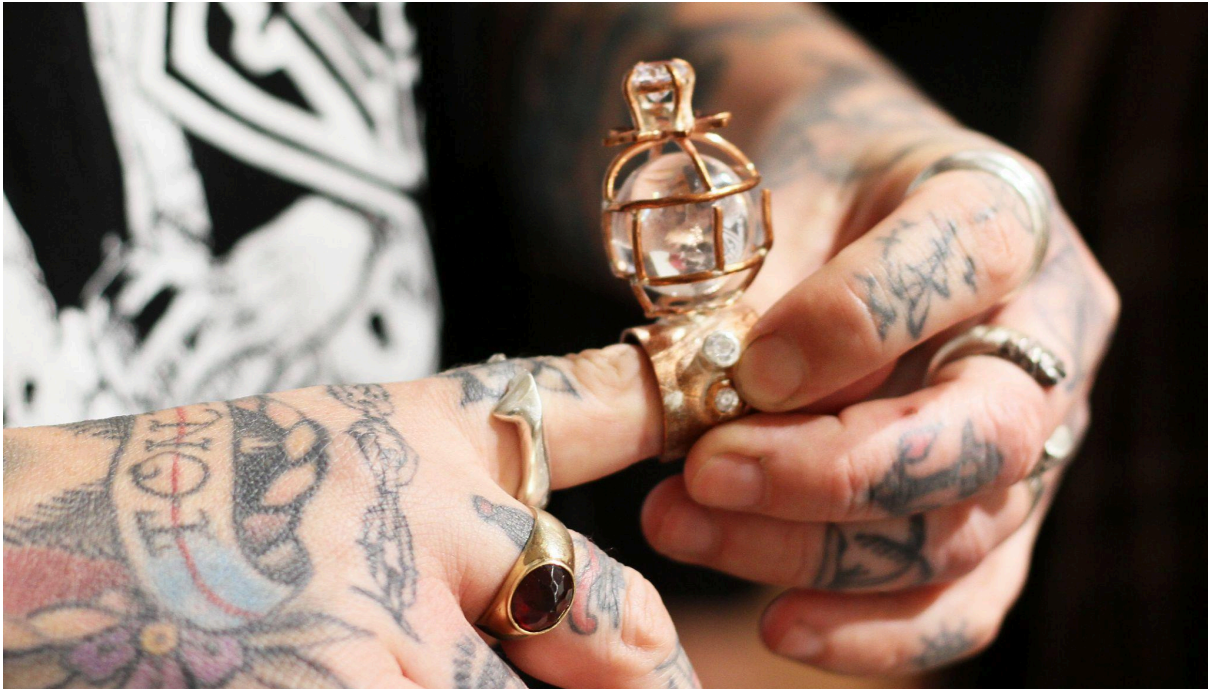


- There is a 20% gallery commission on all work sold - this goes towards the general maintenance of the Gallery. This allows TLC to provide a well maintained and presentable space for our students to exhibit their work.
- A catalogue of all of the artworks to be exhibited MUST be generated before the opening of the exhibit. A copy of the catalogue must be provided to the Gallery Committee at least 12 hours prior to the opening of the exhibition.
- The catalogue must include: Title of the work, Medium, Artist Name, Price and the number that will accompany the artwork that correlates to the catalogue. See example below:

Untitled, Oil on canvas, Artist Name, #24 \$100

- The catalogue will be printed out by the gallery committee and provided to the exhibiting artist(s) before the opening of the exhibition.
- Any artwork sold must have a red dot sticker applied next to the artwork on display. The artwork must remain on display until the end of the exhibition.
- All artworks sold must be done through the TLC shop eftpos. This will be available on opening nights, with a gallery committee member present on the evening to run point of sale.
- The buyer must make payment of the stipulated catalogue price before the exhibition closes.
- Once the exhibition has closed and payment has been confirmed then the buyer can choose to pick up the artwork, or alternatively TLC will post the artwork to the buyer at the buyer's expense.

Promotional Material



Exhibition Text & Promotional Photo/s

It is up to the exhibitors to promote their own exhibition through flyers, social media etc.

Promotional materials can be sent to the gallery committee by email: **gallery@tlc.ac.nz** to be used on The Lab Gallery newsletter & Lab Gallery Instagram

Catalogue

Artwork information for the catalogue is due 1 week before the opening. It is the responsibility of the exhibitor to create their own catalogue. The catalogue must include: title, artist name, medium, dimensions and price. If the work is not for sale this must be stated in the catalogue as NFS. Please provide the gallery committee with a copy of the catalogue.

Exhibition Wall Text Example

Ground Works

19 MAY – 13 JUN 2023

TLC Staff

Fundraising to acknowledge the lost E. Mervyn Taylor mural.

Groundworks is a collaborative exhibition of works in different mediums referencing the soil – all made by the incredible and multi-faceted team of staff at The Learning Connexion. Staff (from tutors to admissions) have created specific pieces, or reflected on their practice – finding ties to the soil already existing in their work. As part of the programme taught onsite, materials from the earth are regularly transformed through bronze casting, Raku ceramic firing, Oamaru carving or stone setting.

For enquiries contact gallery@tlc.ac.nz

Here is an example of an A4 page you could have near the front door for people to read when they enter your exhibition.

Catalogue Example

Ground Works

19 MAY – 13 JUN 2023

TLC Staff

Main Gallery

Clockwise from door

Artwork Title

Artist Name

Medium

\$

Artwork Title

Artist Name

Medium

\$

Artwork Title

Artist Name

Medium

\$

Artwork Title

Artist Name

Medium

\$

For enquiries contact gallery@tlc.ac.nz

Here is an example of what your catalogue could look like.

T&C's

IT IS A CONDITION OF EXHIBITING IN THE GALLERY TO AGREE:

- The Learning Connexion (TLC) does not accept responsibility for any damage caused to, or loss of artworks.
- It is the responsibility of the exhibitor to install & de-install their artworks, or make their own arrangements for this to occur.
- The exhibitor is responsible for clean-up of the gallery at the end of the opening night of all glasses, food, additional tables etc. and the floor swept if necessary. Rubbish bags and broom will be made available.
- Exhibitors are responsible for their own catalogue.
- Exhibitors are responsible for their own marketing.
- All artwork sales that occur over the exhibition period are to be processed by TLC. 'There is a 20% + GST gallery commission on all work sold'.
- Photos & details of artworks may be used by TLC for promotion, social media & documentation.
- The exhibitor must take all due care when moving furniture, plinths and artwork. Please use a dolly when moving heavy objects.
- Ensure all plinths are put back in an orderly manner.
- Understand no circumstances should exhibitors adjust lighting – if you need light adjusted please contact the gallery committee.
- Artists are responsible for minding the exhibition outside of school hours
- TLC may, as part of its Risk Assessment, decide to exclude work at any point if:
 - The artwork poses a physical risk to audiences
 - It is perceived as an endorsement of racist, homophobic, transphobic, or harmful messaging

Date:

Artist/s to sign:

Health & Safety Checklist

Health & Safety

Exhibitions must follow TLC's Health & Safety standards. If uncertain contact: gallery@tlc.ac.nz or health&safety@tlc.ac.nz

Never work alone when using power tools, lifting heavy objects, or working with heights. A second person is required with these tasks.

Please use the below checklist to make sure your exhibition is safe.

- ☐ Use TLC powered items, as these have been checked for safety (to prevent shorting/overheating).
- ☐ Any power cords are fixed to the surface they cross (to avoid tripping hazards) using Gaffer Tape.
- ☐ Any powered items to be switched off overnight.

Walls

- ☐ Items on walls are properly attached.

Floors

- ☐ All hazards that run across floors (work, cables, etc) are affixed, or sign posted.
- ☐ Any slipping hazards are properly sign posted.
- ☐ No drilling into or painting of floors.

Video/Projection

- ☐ Content Warnings – Produce a sign warning attendees of possible offensive content.
- ☐ Bright/Flickering/Fast moving images – must first be approved by the Gallery Coordinator.

Sound/Audio

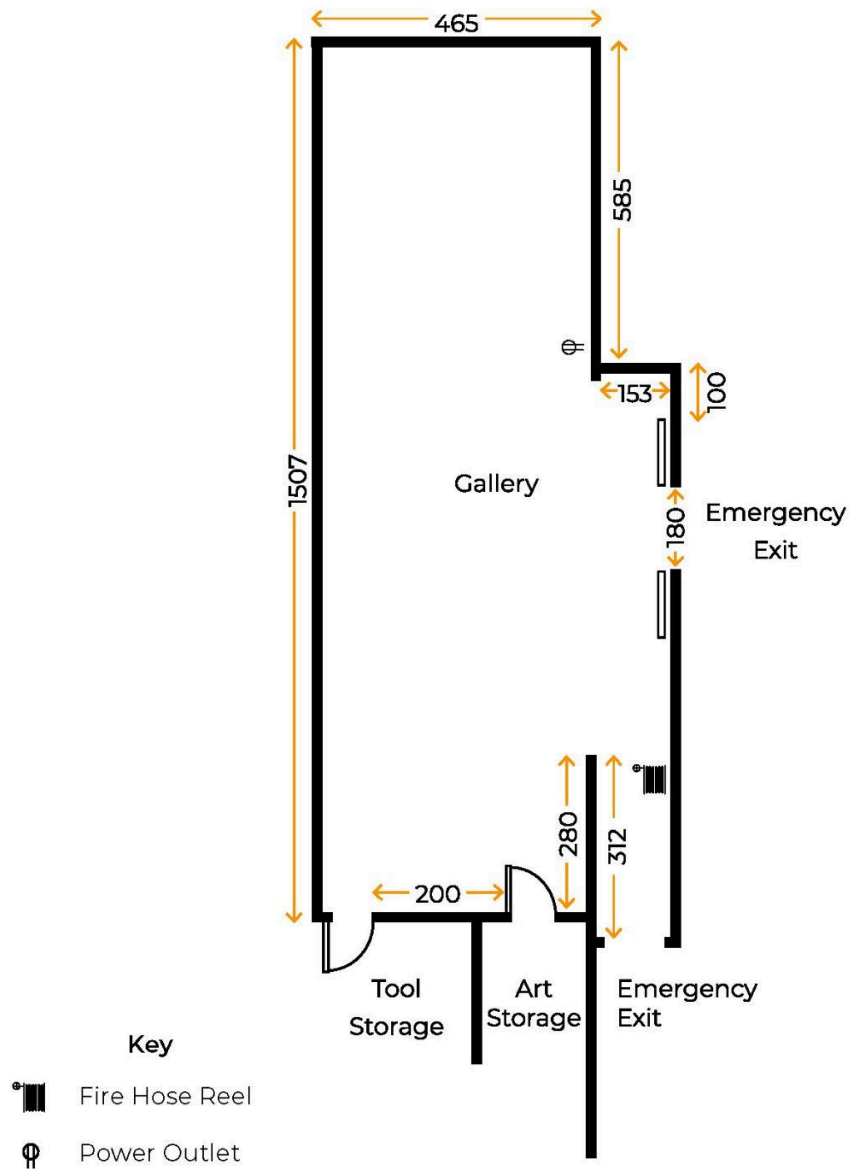
- ☐ Volume – High volume/loudness must first be approved by the Gallery Coordinator.

TLC Gallery Floor Plan

Scale 1 : 100

(1 cm = 100 cm)

Gallery Wall Height: 300 cm



How to Photograph your Work

Below are tips on photographing your art:

- Most phones take photographs at a quality suitable for social media, online & for arts applications etc. Research how to change the settings in your phone or camera to record your images at the highest quality.
- Small artworks can be scanned rather than photographed.
- Photograph your work straight on (avoid having your work at an angle). One easy solution is to hang your artwork on the wall.
- A simple background is best. It should be unpatterned, unwrinkled, etc.
- Think about lighting. It is good to have even light hitting both sides of the work.
- A good DIY method is to use natural light on an overcast day. Shoot outside or shoot inside with your artwork facing a window (If that isn't possible, you can set up your photoshoot so that one side of the artwork is lit by the window. Then set up a large white piece of foam core opposite the window to balance out the lighting on the other side of the work).
- Framed artwork behind glass is tricky to photograph. If you can, remove it before you shoot.
- When you photograph three-dimensional work, the same background and lighting rules apply. Take a few photos from different views if needed to show a piece well.
- Make the file name of your photos the title of the artwork and your name. This is very helpful when sharing with others.