

Black Horse Media: Information for Artists

This information pack lays out the general terms and conditions for artists participating in Black Horse Media's Art Shows. Please read our Terms and Conditions carefully to ensure that you are aware of all steps and procedures, including the hire of display boards for the exhibitions.

Key Terms

An overview of the most important terms for the exhibition:

- The commission on paintings sold is 25% of sale price, with no other charges at time of sale.
- Paintings, prints, and sculptures must be priced between \$500 and \$10,000, at the artist's discretion. Jewellery may be priced at any level.
- All sales of submitted paintings must be made through Black Horse Media (no private sales during or immediately following the exhibition).
- At the final stage of registration, artists must pay for their desired display area.
- Storage space is available at the exhibition venue for additional artworks, and artists are free to rotate their displayed works during the event.
- Where an artist cannot intend in person, artworks may be couriered to the venue at the artist's expense and arranged by the exhibition staff.

Display Areas

Our exhibition venues are equipped with a limited number of display boards for hanging artworks (paintings, prints, and flat sculptures) and plinths for sculptures. To help cover the cost of equipment hire, and given the competition for these limited spaces, artists must contribute a fee based on the number of artworks they wish to exhibit.

Each artist is allocated a display area for the exhibition, and may decide which artworks to display and how best to arrange them (with assistance and advice from our curation team). Artists are free to change or rearrange their displayed artworks at designated times; please confirm with our staff beforehand, as it may be difficult to transport artworks around the venue during busy times. Secure on-site storage is available for artworks.

Each display board measures **approx. 1.2m wide x 2.3m high**.

Works are displayed on a rotational hanging basis; if an artwork is sold, the artist may replace it with another one of their registered artworks. When all registered artworks have been sold, the display space must be cleared for the remainder of the event, and the exhibition staff may choose to display other artworks in that space until the event concludes.

Admission: Artists and Assistants

Artists will be provided with a lanyard and name card on arrival, which allows free access to the exhibition venue at all times.

Artists may bring assistants to help set up and pack down their artworks before and after the event. However, for artists registering 1 or 2 panels, assistants must purchase tickets for admission to the exhibition itself.

For artists registering 3 or more panels, an assistant may accompany you at your display area for the duration of the event and assist you with the sales process. They will also be provided with a lanyard and name card, which grants them admission at all times.

Artist Display Packs

We offer categories for registered artworks, for which the relevant Artist Pack must be arranged:

1. **Panel Packs:** for paintings, prints, and flat/hanging sculptures.
2. **3D Packs:** for sculptures, jewellery, and other works requiring a plinth.

Signage will be provided by Black Horse Media for each display area.

We are happy to assist you with special arrangements for your display space, including lighting and power options. Please email contact@blackhorse.media and we would be happy to discuss the options available.

Panel Packs

Please register the number of panels you would like to have available for display and sale during the exhibition.

All prices displayed are GST-inclusive.

- **1 Panel:** \$210.
- **2 Panels:** \$380 (\$190 per panel).
- **4 Panels:** \$600 (\$150 per panel). Includes admission for an assistant.
- **6 Panels:** \$780 (\$130 per panel). Includes admission for an assistant.
- **7+ Panels:** please email contact@blackhorse.media for arrangement.

3D Packs

Please register the number of art objects (sculptures, jewellery, etc) you would like to exhibit.

A suitable plinth will be arranged by Black Horse Media. You are also free to supply your own plinth or display case, provided that it is safe for use on both carpet and wooden floors. A rope

barrier can also be arranged upon request. Email contact@blackhorse.media as early as possible to arrange details, especially for larger artworks.

Note: for safety reasons, the artwork (including the panel base and any rope barriers) must not extend beyond the allocated display area.

For jewellery, a lockable case is recommended for security reasons. While on-site security is provided, non-lockable display cases will be accepted at the artist's own risk.

All prices displayed are GST-inclusive:

- **1sqm** - \$150 (1 by 1m)
- **4sqm** - \$500 (1 by 4, or 2 by 2m). Includes admission for assistant.
- **10sqm** - \$1000 (3.16 by 3.16m, or 2 by 5m). Includes admission for assistant.
- For other space configurations, please email our curation team.

Additional Equipment Hire

Lighting: Artists may hire additional spotlights for their panels at \$35 each, or provide their own.

Plinths: Artists may hire plinths at \$45 each to display portfolios and business cards.

Power: If you wish to have power made available to your display area there is a \$75 fee.

Steps for Registration

1: Submission

If you would like to be involved, please email contact@blackhorse.media with image attachments of a selection of artworks from your portfolio, along with a short personal introduction. Our curation team will evaluate all submissions and respond in due course. Please note that admission is competitive, and the final decision falls to our curators.

All submitted works must be fit for exhibition, and be the artist's own intellectual property.

2: Selection & Initial Registration

Successful applicants will be contacted with a formal invitation to register for the event. Our curation team will work with you to decide which artworks will be registered, and any special arrangement that need to be made.

3: Event Preparation

A digital Welcome Pack will be sent to you in due course, which will include all dates, payment information, courier details, labelling arrangements, and the precise timetable for setup, exhibition, and pickup.

4: The Event

Artists will be able to arrive at the venue from the designated time to set up their display areas. Staff will be on hand to assist with arrangement and storage of artworks. Our team will be on hand to support you throughout the event, and will facilitate the sales process when a purchase is made. Works may be stored on-site overnight, or taken home, at the artist's discretion. Assistance will also be provided for pickup after the event.

Light catering will be provided throughout the event. There will also be opportunities to purchase meals in and around the venue.

For those who cannot attend in person: you are welcome to courier your artworks to us, with instructions on how to arrange your display area. Note that you will be responsible for all courier fees involved.

Sales Process

Black Horse Media will be on-hand to facilitate sales as they occur.

- **Payment:** EFTPOS and credit card facilities are available.
- **Wrapping:** Complimentary wrapping service provided.
- **Transport:** Courier options are available if required.

Awards

We have two art awards on offer for our 2021 show: the Black Horse People's Choice Award and the Celebrity Choice Award. These awards will be announced during our closing event on Sunday.

The Black Horse People's Choice Award

The event attendees will cast their votes for the top-ten artists of the exhibition. The winners will each be granted a free display board at the next Art Show, and the first place winner will receive a free journey to our 2022 Art Show in Adelaide, Australia.

Black Horse Platinum Award

A panel of judges, including our sponsors, staff, and artists, will elect the finest artist of the exhibition to receive our grand prize: the Platinum Award. This artist will receive a free journey to our 2022 Art Show in Adelaide, Australia.

Location and Contact Details

Contact

Please send all enquiries to contact@blackhorse.media.

Phone: 020 4111 1697

Black Horse Media are proudly based in the Garden City, Ōtautahi Christchurch.

Event Details

Venue: Wigram Base Hotel, Christchurch

Three days of exhibition:

- Friday 5:00p.m - 9:00pm
- Saturday 10:00am - 8:00pm
- Sunday 10:00am - 5:00pm

Tickets:

- **Student/Senior:** \$20
- **Online Sales:** \$30
- **Door Sales:** \$35

Full Terms & Conditions for Black Horse Media's "Memories of Flight" Art Show

Please read the full terms and conditions before you submit your application, as this agreement forms a binding legal contract with Black Horse Media.

General Information for Artists

- All works must be priced at \$500 or more, with the exception of jewellery (which may be sold at any price).
- The rate of commission on sales is 25% of sale price. Black Horse Media will act as an agent on behalf of the artist for the duration of the show. Ownership of the artworks will remain the artist's unless sold.
- Images of all work accepted into the Art Show may be reproduced by Blackhorse Media at any time, including after the event. Please note that photography and videography will occur at the exhibition venue.
- All work entered must be available for sale.

- All work entered must be the work of a living artist and must be entered by the creator of the work, or an affiliated gallery or arts body with the artist's agreement.
- All work must be the artist's own work and intellectual property.
- Hanging artworks must be tested during setup to ensure that display boards are stable. Black Horse Media have the final decision on whether a display area is safe, and may request rearrangement at any time. We advise that each artwork be no heavier than 5kgs.
- Frames are to be provided by the artist where required (please contact us if you need assistance finding a frame for your painting).
- All works must be signed by the artist.
- Artworks must be able to fit the dimensions of your display area.
 - Each display board is approx. 1.2 meters wide by 2.3 meters high.
 - Hanging artworks must not extend more than 50cm from the display board; for larger items, a 3D display area must be arranged.
- If an artist sells all of their registered artworks, their display area becomes available to the Black Horse Media staff for the remainder of the event.
- An artist may not transfer their display area to another artist without written permission from Black Horse Media.
- Black Horse Media reserves the right to remove any artwork from the show at its discretion, even if the work has been previously accepted.
- Selection is at the discretion of The Blackhorse Art Show and no correspondence or discussion will be made on our final decision.
- All awards are the final decision of Black Horse Media. No disputes will be entered into once an award has been granted.
- Terms and conditions are subject to change.

Payments

- Payment for artist packs is required within 28 days after registration. If you require financial assistance or wish to arrange a payment plan, please contact contact@blackhorse.media.
- Black Horse Media will retain the agreed commission of the sales price of each painting and will pay the balance to artists. GST registered artists will be responsible to return GST output Tax in their GST return. For artists not registered for GST, Black Horse Media will need to charge 15% GST on our commission (but not the full sale price of the painting).
- Payments to artists are made once a reconciliation document has been submitted to the artist and acknowledged by the artist as correct.
- All work must be labelled correctly on the receipt on the back for the sales desk to allow for a sales reconciliation after the event.

- Once paid, fees are non-refundable within 14 days prior to the opening night (Friday) of the event.
- We have cancellation and abandonment insurance policies in place for all our events. Any successful claim on this policy would mean that all artists would be refunded their application costs accordingly.

Other terms

- **Venue Care:** the Wigram Base Hotel is a heritage building, and all attendees must exercise due diligence to ensure no damage occurs. While the event is insured, individuals may be liable for property damage caused by misconduct.
- Alcoholic beverages will be available during the event. Artists are welcome to partake, and must drink responsibly. The Hotel staff reserve the right to remove intoxicated persons from the premises.
- **Original and Open Edition Prints:** only one copy of an original edition on display at any time. Customers must be given the correct information about the type of print they are purchasing. The edition number must be visible with no adjustments. Only one work of an open edition on exhibition at any one time. Artists must take care to have the correct information about a print recorded on the sales tag/back of work – if the work is an original print, etching, giclee, limited edition, open edition, reproduction, etc.
- Insurance of artworks is the artist's responsibility at the show and in transit. We will endeavour to handle your work with care and respect, and event security will be provided. While event insurance will be arranged by Black Horse Media, there is no guarantee that this will cover the full cost of any damage to artworks. Please be aware that any damage or loss is at the artist's own risk.

Delivery & Removal of Artwork

- Any works which are heavy, large, or needing assemblage will be the artist's responsibility to install and deliver to the event site. It is also the artist's responsibility to uninstall the work and to remove it and arrange delivery to the purchaser.
- Artists who intend to deliver and pick up works will need to do so on the dates arranged. We are not responsible for work delivered outside the given dates and times.
- All unsold work must be collected and removed from the event venue by the artist on the date and times designated by Black Horse Media. We are not responsible for work left behind.
- Any artworks that need to be couriered back to the artist post show will be sent using Black Horse Media's courier tickets. If you accept our terms and conditions, you accept our choice of courier and ticketing. Artists will be charged for the cost of the courier.
- All works being couriered to the Hotel should arrive on the first day of the art show.

- We require artists to use our designated courier to send work to us. This enables a simple delivery and collection process. If you cannot access our courier in your area, please email contact@blackhorse.media.
- Full instructions for the Art Show will be made available to selected artists in an Orientation Pack. This will include all dates, payments, courier details, labelling, and general show details.
- The art show is a **cash and carry** event. Sold artwork (except for heavy sculpture and award works) leaves the building with the purchaser.
 - Excess artworks are stored onsite. As artwork is sold and moves on with the purchaser, you can replace it with new artworks in your display area.
 - We advise artists to register enough artworks to replace their sold work during the event.
- Artists who are present to promote their own work can arrange their display area. Advice and guidance will be provided by the Black Horse Media staff.
- Artists are welcome to display their business cards, catalogues, and other promotional materials at their display areas.
- Black Horse Media has full control and the final say in the hanging and exhibition of all works in the show, and retains the right to remove any unwanted material.