

## **TC/G NORDICA gallery**

TC/G Nordica offers a large staffed exhibition space for a variety of art forms, including painting, sculpture, installation and performance.

TC/G Nordica aims to create an international art, event and meeting space that is accessible to all sectors of the local community, including children.

Our vision statement is: "Stimulating reflection on human worth as expressed in various art forms"

### **Exhibition Rules and Contract**

Please read this document carefully as it covers many important issues regarding the exhibition process at TC/G Nordica.

### **Exhibition Proposal**

Artists proposing to exhibit must send us as much information as possible about their proposed exhibition. All decisions about exhibitions are taken by the gallery team at TC/G Nordica, therefore your proposal should include enough images to give us a clear idea of your work (prints, slides, CD or DVD are all accepted, please indicated, size, media and date created for all work). If you are proposing an exhibition of new work we need to see recent images that give us a clear idea of your body of work. You must also include a CV/Resume, and a written statement outlining the proposed exhibition.

Please note that TC/G Nordica is a multi-use space. We are able and willing to exhibit a wide variety of work including large installations, however some flexibility on behalf of the artist is required. The exhibition space must be returned to its original state after the exhibition, the artist/s is responsible for any cost incurred.

TC/G Nordica usually plans exhibitions 6 months to 1 year in advance, therefore the earlier you make a proposal the more time we have to consider it and then, if you are successful, to plan your exhibition.

If your proposal is accepted it cannot be confirmed before further discussions have taken place between you and TC/G Nordica's exhibition staff. These discussions will confirm all the details of your exhibition including; exhibition content, dates and publicity.

An exhibition is confirmed once both parties have signed the contract and a deposit is paid. TC/G Nordica will always take steps to fulfill its responsibilities but cannot be held responsible for cancellations and changes to any proposed exhibition for reasons beyond our control.

We see each exhibition as a co-operation between the artist/s and TC/G Nordica, therefore a good flow of communication between the 2 parties is essential. If this does not happen then TC/G Nordica reserves the right to cancel an exhibition and the artist/s will lose their deposit.

Proposals can be sent to: TC/G Nordica address or email. Do not send original work as we cannot return your proposal, however you are welcome to collect it in person.

## **Accepted Exhibitions**

Once a proposal for an exhibition is accepted both parties agree to work to the following deadlines and agreements.

1. Artist/s contact details:

name:  
telephone:  
email:  
website:

2. Exhibition dates.

exhibition opens:  
exhibition closes:

3. Exhibition set up, work should normally arrive 3 days before the opening

work to arrive at TC/G Nordica:  
work to be collected from TC/G Nordica:

4. Exhibition opening, TC/G Nordica provides a basic buffet including wine and hosts in both Chinese and English.

date and time:

5. Deposit

deposit of 1000RMB paid, date:

(please note that this deposit is on top of the exhibition fee of 4000RMB, however the deposit is returned to the artist/s if no damage has occurred during the exhibition)

6. Publicity:

The artist/s are responsible for the production and costs of invitation postcards and posters, this includes design and printing. TC/G Nordica has good contacts for printing both the postcards and the posters, we can help with this. We can also help with design but this is charged as extra. All publicity must include the TC/G Nordica logo which we can provide. Example postcards and posters can

also be provided. TC/G Nordica also requires an email version of the invitation postcard to send out to our contacts and 300 actual postcards for inviting special guests.

Example costs for postcard and posters:

1000 postcards approximately 1000RMB

15 posters approximately 200RMB

The exhibition must also include a CV/Resume, labels for all the work and an artist's statement about the exhibition.

All publicity material must be in both Chinese and English. TC/G Nordica can provide translation for the postcard, poster, CV/Resume and labels, this is included free as part of the exhibition fee. However the artist's statement needs extra translation. TC/G Nordica can introduce a translator but the artist/s are responsible for the cost.

7. TC/G Nordica will take the greatest care with your work, however we cannot take responsibility for any damage to any material received, used or displayed as part of the exhibition. This includes transport to and from the gallery as well as the setting up and the exhibition itself.

8. TC/G Nordica acts as the curator for each exhibition unless otherwise agreed. Therefore we reserve the right to refuse to exhibit any work we believe is unsuitable.

9. The artist/s need to be at TC/G Nordica for a total of 8 hours during the exhibition to represent their work. This usually involves talking to students as well as visitors. Exhibition staff will advise as to the best times for this to happen.

## **Exhibition Costs**

Each exhibition at TC/G Nordica costs 4000RMB + 1000RMB returnable deposit.

This includes:

- rent of TC/G Nordica for an agreed period
- all electricity and service charges
- TC/G Nordica's basic buffet including wine (larger buffets can be organised but cost more and a 15% service charge will be added)
- Chinese and English speaking hosts for the opening
- English translation for postcards, posters, CV/Resume and labels
- daily invigilation

**Deposit**

RMB1000 deposit is required to cover any possible damage, (this will be returned if no damage has occurred). Payment is required when the contract is signed.

**Commission**

TC/G Nordica charges 35% commission on any work sold.

**Signatures**

I have read and agree with these exhibition regulations:

Signed:

Date:

TC/G Nordica agrees to carry out its responsibilities as outlined in this contract

Signed:

Date: