

OTAKI POTTERY CLUB
FESTIVAL OF POTS AND GARDEN ART
Friday 21st January – Wednesday 26th January 2022

REGISTRATION INFORMATION

The venue for 2021 is at Anam Cara Gardens, 150 Rangiorua Road, Otaki, a ten-acre English style garden with mature trees and shrubs. See www.otakipotteryclub.org for a map of the location.

The Festival of Pots & Garden Art features both an **interior** curated exhibition and a larger **outside** setting for artist-directed displays. Space is limited for work exhibited in the interior display area.

Please note, all work must be your own, made by you, in New Zealand. It must be of good quality; no seconds will be accepted. We reserve the final decision for display purposes for the Festival.

We have a shorter time frame available for 2022. Please take particular note of the drop off times further down.

We are working on and will have a plan in place for Covid 19. We will be adhering to all requirements issued by the Ministry of Health and will only operate if our region is at level 1. Should we be unable to proceed with the festival we will refund registration fees.

REGISTRATION PROCEDURE

1 Registration Fee: The Registration Fee for exhibitors is \$25, payable in advance by internet payment to the Otaki Pottery Club, account no 38 9003 0784227 11, putting your surname in the Particulars box, and Fops22 as the Code. All intending exhibitors who pay their registration fee before Tuesday 30 November will be given priority with the placement of their work within the exhibition.

If you do not have access to internet banking please contact Caitlin at otakipotteryclub@gmail.com

2 Registration Form: Before you bring your work to Anam Cara please complete the Registration Form. Ensure that you have two copies of the form which must both be handed to the Registration Clerk when you bring in your work at the specified times (see below). You are advised to keep another copy of your completed form for your own reference.

When completing the Registration Form, please make sure you have listed every piece that you will be displaying outside or, in the case of items to be displayed indoors, handing to the curatorial team, and that every piece to be exhibited is individually numbered. The only exception will be small identical pieces of work which can be listed under one number referring to all, eg. "ABC 1 (x 20): flowers: price: \$5".

Please ensure that you have filled out your banking details clearly and correctly to ensure the accurate and timely payment to you of any sales. You will be paid by direct credit, approximately two weeks after the closing date of the Festival.

If, at any time during the Festival, you remove work from display, this must be marked on your submitted Registration form at the Registration desk and signed off by the Registration Clerk. You are advised to keep an updated/amended copy of your completed form for your own reference.

3 Labelling:

Each piece of work needs to be individually labelled with

- 1) Your 3-letter identification code, eg, ABC and
- 2) The identifying number of your work;
- 3) The price.
- 4) A brief description if space allows, eg, blue bowl.
- 5) NO other numbers or letters please, our system does not allow for them. We want to make payment to you as simple as possible.

<p>ABC #5 \$30 Blue bowl</p>

Labels are of your own choosing: ie they can be laminated and tied on or stuck on, if appropriate. For those items exhibited outside the label must be weatherproof and we do recommend two labels, one visible on the outside surface and another stuck on the bottom of the item, in case the sun fades the original label or the wind blows it off. Laminating can be arranged at \$2 per A4 sheet.

Some exhibitors might like to use their own business cards and create labels on the reverse. We do emphasise that labelling of your items is your own responsibility and is most important and incorrectly labelled items will be withdrawn from the exhibition to avoid confusion. If you have any queries, please contact Wendi at festivalpots@gmail.com or by text on 0210460580.

Returning exhibitors please use the same code as last year.

4 GENERAL INFORMATION

INSIDE EXHIBITORS

Our experienced curator will be on hand throughout the Festival to control the display of the indoor exhibition. The space is limited and the display will be refreshed and rearranged as items sell to ensure all work is continually displayed to overall best advantage. All effort is made to show all the work you bring to best advantage whilst ensuring overall cohesive display, adequate accessibility and a sense of fairness to all participants.

The curator may move outdoor work indoors where suitable, and vice versa if required for the benefit of the display.

If your work requires its own display, you are required to provide it, and it must be a good quality standard. Please label any displays.

The interior exhibition space is at a premium, so some work may be placed in temporary storage until we have space to safely display it. For framed art - we may request that you store additional items until we can accommodate them as wall space becomes free.

We have a shorter timeframe to work with this year, so please note these times and dates:

All framed or wall hung work to be displayed inside must be delivered between **4-7pm on Monday 17th January 2022.**

NB: We will not be able to display interior wall hung work delivered outside these times. It will be stored as spare stock out the back and brought out for display as stock sells.

All other work to be displayed inside must be delivered between **10am-4pm on Tuesday 18th January 2022.**

You will be required to unpack your fully labelled items in the designated area and then leave them in the safe hands of our curator and team. It is important for the smooth running of the Festival that you remove all packaging materials you bring with you and trust the direction of the curatorial team.

NB: It is important that if, after this initial delivery of work, you have any additional items to be added to your Registration Form, that you please contact the Registration Clerk to ensure that these additions are made to your form at the sales table.

Exhibitors who live outside of the greater Wellington area and who have work that is required to be delivered at different times can contact Caitlin – otakipotteryclub@gmail.com - with the following information:

NAME:

ADDRESS:

DESCRIPTION of your work

AREAS where you would like your work is to be displayed

PREFERRED DELIVERY TIME – as indicated above.

OUTSIDE EXHIBITORS

Outside exhibitors position and display their pots in a designated part of the garden. The Festival convenor reserves the right to direct or rearrange exhibits as required. You must supply your own tables/benches/shelves/plinths for display. These display items need to be of a good quality standard and will need to be self-supporting, stand-alone outdoor structures.

Your initial delivery of work to the garden should occur either between **4-7pm on Monday 17th January 2022**, or between **10am-4pm on Tuesday 18th January 2022** or **10am-4pm Wednesday 19th January 2022**. If you are delivering indoor work at these times, it will be considered spare stock. See above for indoor work delivery times.

You will be directed to available areas of the garden in which to display your work. You are permitted to bring further items for sale and to continue to re-position your display over the course of the Festival, but it is very important that if, after your initial delivery of work, you have any additional items to be added, please contact the Registration Clerk to ensure that these additions are made on your form at the sales table.

Help will be available with transporting outside work to the designated area as vehicle access is limited. Look for someone in high-viz vest.

COMMISSION RATE

There will be a 25% commission charged on the retail price of all items sold. This will be calculated at the time of sale. Full details of work sold and payments will be sent to you once the Festival is over, and approximately two weeks after the final day. We are GST registered.

BIO

If you would like to include a bio to be displayed alongside your work please attach your own design to your registration form, and please ensure you have ticked the appropriate box on your Registration Form regarding permission to give your details to members of the public.

SECURITY

Every effort will be made to secure and protect your goods whilst at the Festival, however we cannot provide 100% protection, nor do we provide insurance cover. Should this be a concern to you, we suggest you arrange your own insurance cover. If, at any time during the Festival, you remove work from display PLEASE ensure that you notify the Registration Clerk so that it is reflected on your submitted Registration Form. We do not pay for theft of items.

EXHIBITOR DEMONSTRATIONS

DEMONSTRATIONS by exhibitors (Sat/Sun/Mon only) have proven to be very popular during previous Festivals. If you would be prepared to demonstrate for an hour or so please let us know, by email at festivalpots@gmail.com, as we would be delighted to schedule you for a time suitable for you.

FESTIVAL OPENING EVENT

The Festival will be officially opened at 7.00pm on Thursday 20th January 2022, at which light refreshments will be provided. Exhibitors and Otaki Pottery Club members are welcome to invite guests to the opening. An email or postcard version of the invitation is available on request. Contact Caitlin otakipotteryclub@gmail.com.

LATE NIGHT FRIDAY 21st

As we are operating on a shorter time frame this year, we are open late on Friday 21st, 10am-8pm.

REMOVAL OF WORK

Once the Festival has closed on Wednesday 26th January at 4pm, all work must be removed from the garden at the following times. It is important that displays are not dismantled before 4pm on Wednesday 26th January to keep good faith with our venue and our visitors who have travelled to see the Festival.

The two **collection times** are:

- immediately after the Festival closes on Wednesday 26th January, between 4.00pm (and no sooner) and 7.00pm;
- on the day after the Festival, Thursday 27th January between 9.00am and 12.00 noon.

All unsold items must be collected once the Festival has before 12 noon on Thursday 27th. We must vacate the premises by 12 noon.

QUERIES & QUESTIONS

We are very happy to answer your queries and questions. Please feel free to contact us either by e-mail at festivalpots@gmail.com, or by telephone to Rod on 027 4457545.