

Porirua Community Arts Incorporated

Porirua Arts Trail – Te Ara Toi Taonga

Guidelines for Participants

website: poriruaartstrail.org.nz
email: artstrail@poriruacommunityarts.org.nz

Registrations Close: 31 August 2026

Art Trail Dates: 20 and 21 March 2027

Time: 10am to 4pm

THERE ARE FOUR CATEGORIES OF VENUE:

1) Studio:

- The artist must live and/or work in the Porirua area between and including, Tawa to Pukerua Bay.
- Must have a studio providing a good visitor experience.
- Show own artworks.
- More than one artist may present work at a studio listed, but if the additional artist/s want to have their own separate listing in the brochure they must register separately and pay their own registration fee.
- There must be enough work on display over the weekend.
- The artist(s) must be in the studio both days between 10am and 4pm.
- Hubs and Studios are required to keep a tally of visitor numbers for grant feedback purposes.
- A cluster of artists in one area is attractive to visitors, so we encourage you to invite and/or collaborate with nearby artists.

2) Pātaka Hub:

A hub is a larger space with multiple artists working and/or exhibiting over the two days. Artists must apply, and be accepted, to show in the Pātaka Hub. There may be limits on the number of artists. If you wish to join the Pātaka Hub there are two options; the Spine is a fabulous space but is more suitable for artwork that does not require display panels.

Options:

- Pātaka Performing Arts Studio (display panel hire included)
- Pātaka Spine (no display panels required)

Criteria for artists exhibiting at Pātaka :

- Must live and/or work in the Porirua area between, and including, Tawa to Pukerua Bay.
- Show own artworks.
- Artists undertake to have enough work on display during the two days of the trail and be willing to meet with and if applicable, demonstrate to the visiting public.
- The artist(s) must be in the hub both days between 10am and 4pm.

- Artists will be responsible for insuring, displaying and hanging their own work and for organising their own system to receive payments. You must supply your own table if needed.
- Display panels for hanging artworks will be provided. See Exhibiting Instructions at the end of this document. All methods of hanging must be installed and removed by the artist. Please contact us now if you require further assistance with hanging solutions.
- Set up times will be Friday afternoon, and will be advised, booths are available on a first come first served basis.
- Pack up is only permitted only after 4pm on Sunday. We have found early pack up detracts from visitor experience and is also a Health and Safety Issue.
- There is a Committee member who is the Hub Coordinator, and will be available to answer any questions at the venue from set up to close. This person is a volunteer, please treat them with consideration.

3) Member Only Hub:

Member Only Hubs include artists who are members of a group or society (e.g., Gear Homestead Woolshed, Mana Arts Society, etc.)

- More than one artist may present work at a studio listed, but if the additional artist/s want to have their own separate listing in the brochure they must register separately and pay their own registration fee.

4) School:

For students, staff and associates of the school

Health and Safety

All participants, except those at Pātaka Hub, must complete a Health and Safety assessment. This is a simple form, see the end of this document.

Presentation of Work

The presentation, care and insurance of the artworks is the responsibility of the artist. Your work and studio must be presented in a clean and tidy way. Please ensure your artwork is ready for sale and has a secure and adequate method of display.

Registration

Please register online, however, if you cannot register online please contact us on artstrail@poriruacommunityarts.org.nz for a manual registration form.

Description for Publication in the Arts Trail Brochure:

- Type of work and brief description for publication in the Trail Guide.
- Must be 30 words maximum.
- Description is not required if you are an individual artist exhibiting in a Members Only Hub. The listing will include contact details and a representative sample of works at that hub and the contact details for the organisation. However, you can have an individual listing within that Hub if you pay a separate registration fee.

Images for Brochure (required):

- With your registration you must supply two images of your work with minimal background.
- These images will be used in the 2027 Porirua Arts Trail brochure and may also be used in social media and advertising.
- 40mm x 40mm (472 pixels x 472 pixels) at least 300 dpi or 500KB – 1MB each.
- Saved as a jpg file.
- Filenames must include your name and the title of your work eg: maryjones_punga.jpg to help the designers keep track of your files.
- By submitting images of your artwork you are consenting for your artwork to be used in the Porirua Arts Trail advertising, marketing and social media platforms.
- Please supply images for which you have copyright. Photos may be cropped for design purposes. Images with conditions cannot be accepted.

Images for Social Media and Advertising (see “Acceptance” below):

- an additional 10 images are required for use in social media advertising.
- 40mm x 40mm (472 pixels x 472 pixels) at least 300dpi or 1MB - 4MB each.
- Saved as a jpg file.
- Filenames must include your name and the title of your work eg: maryjones_punga.jpg to help the designers keep track of your files.
- Please send these images to artstrail@poriruacommunityarts.org.nz

Registration Fee:

- Individual Artists, including those in a Community Hub: \$80 per artist.
- Member Only Hub: \$80 per hub.
- Participating Primary or Secondary Schools: free of charge.
- The Porirua Arts Trail does not charge any commission on sales.

Please note: the registration fee is a contingency fund in case of unforeseen expenses, ongoing maintenance of website, and seeding capital to future arts trails.

Acceptance:

- The organising committee reserves the right to decline an application if it does not meet the criteria in these guidelines, or if the work is of an unexhibitable standard.
- Consideration will be given to the distribution of artists in Pātaka Hub to ensure variety and a good visitor experience but this will be at the discretion of the organising committee.
- Once we have accepted your registration we will send bank account and payment details for payment of the registration fee.
- Your registration is complete once payment is received along with the additional 10 images for social media publication.

Cancellation Policy:

The registration fee is non-refundable, unless the event is cancelled by the Porirua Arts Trail Committee.

Post Registration:

Once all applications have been received (cut-off date is **31 August**) and approved we will have an artists' meeting by February 2027, date to be advised. This will provide you with the opportunity to network with fellow participants and clarify any issues you may have at that point.

Example of Health and Safety Guidelines:

Health and Safety

Studio artists are asked to ensure that there are no health and safety issues on their property.

Please consider the following, and make a note of any additional health and safety issues on your property:

Studio Access

- Is the path from the road to the studio free of trips?
- Is it slippery when wet?
- Are there any branches of plants sticking out at eye level for a 3-year-old to 90-year-olds?
- Are there handrails on the path if the fall off the edge is more than 1.2m?
- Is there a wheelchair access route?
- Note any other access issues:

Inside the studio

- Is there anything up high that might fall in an earthquake?
- Are there loose leads on the floor?
- Is electrical equipment such as supplementary light, glue guns, etc electrically safe?
- Can any of the artworks cause injury?
- Check that nothing left out could cause harm, for example, be swallowed by a young person such as beads which may choke, or scalpels which may cut them.
- Ensure there are no rugs or mats that could be trip hazards.
- Note any other hazards in the studio:

Exhibiting Instructions for Pātaka

Payment systems:

Visitors often prefer to use EFTPOS. Although there is public wifi available some artists, either individually or as a group, have hired an eftpos machine from eftposhire.co.nz.

Display Panels

Display panels will be arranged in a free standing, three sided booth within a row, or two sided booth at the end of a row. Booth walls are usually 2.4 m or 3 m wide depending on the final layout.

The information in the image below is provided to help you plan your display.

Booths are available on a first come first served basis on set up day.



Three sided booth



Two sided booth



Exhibition Hire Panel System Guide

Coal Corinthian Panels are at our standard height of 2.3m
 These panels come at 0.6m wide or 1.2m wide and 45mm thick
 ➤ Premium Partitions
 ➤ Charcoal Colouring - Black with a subtle white fleck

Freestanding Panel on Feet



OR

Freestanding Panel Build Layouts



- Coal Corinthian Panels can be individually freestanding with a set of feet as per example on the left (Freestanding Panel on Feet)
- Coal Corinthian Panels can be freestanding without feet when built with the appropriate support walls as per examples on the right but not limited to these examples (Freestanding Panel Build Layouts)
- When applying your own graphics/signage/promotional material etc to the infill walling, please use **ONLY** the following products:
 - Staples
 - Pins
 - Velcro (Hook)
 - Small Household Picture Hooks

NO industrial grade products, screws or nails are to be used. At the end of hireage please remove all items from the panels. Failing to do so may incur a removal/damage fee.

Hanging Instructions

Some Examples of Products to use with the Display Screens

Velcro (hook only)

Velcro strips or dots.

[VELCRO 25mm x 5m Black Stick On Hook Only Tape - Bunnings New Zealand](#)

Household Picture Hooks

https://www.bunnings.co.nz/everhang-8kg-brass-plated-picture-hooks-4-pack_p0173841?store=9477&gad_source=1&gclid=Cj0KCQiA_NC9BhCkARIsABSnSTZGozzfNfjbSTh9KT4vT7CzQcyQ1qq3ckDn-lrVUdrxnwR0F2Tee3saApWGEALw_wcB&gclsrc=aw.ds

Over the Door Hooks

Screens are 45mm thick so hooks must be larger than 45mm.

[Adoored Satin Chrome Short Over The Door Hook - 1 Pack - Bunnings New Zealand](#)

[Adoored Satin Chrome Long Over The Door Hook - 1 Pack - Bunnings New Zealand](#)

Instructions – Velcro backed hooks for large artworks

(make at least 20)

- 1 cm thick wood cut into 10 cm X 10 cm pieces (you can get it cut in Bunnings or Mitre 10 or do it yourself at home).
- Heavy duty Velcro, buy the hook (or rough side only) from Bunnings or Pete's Emporium.
- Use small nails or screws. Don't nail it right though, keep at least 0.5 cm out so the string of your artwork can hang onto it without issues. Buy from Bunnings, Mitre 10 or Pete's Emporium
- Use a stapler to attach the Velcro to the wood. You can also use high quality/strong glue to paste the Velcro to the wood.

