

Artist Information Pack

Invoices

In order to be paid, artists must supply the following information as soon as possible after the design has been approved:

- Name
- Address
- Phone
- Email
- Scan, screen shot or photo showing bank name, account name and account number (not balance)

Any delay in doing this may result in payment being deferred. Payment will be between \$400 - \$1500 depending on the size of the cabinet.

Further Requirements

Ensure that the working area is safe by using cones and connectors to create a safe zone. These can be organised and picked up through the Horowhenua District Council.

No paint to cover the handles, locks, sight glass (centre left of left door) or identification tags in top left corner of cabinet. Any paint on these surfaces will need to be removed prior to payment of invoice.

Care to be taken around the top vent, to ensure no holes are blocked.

Cabinet must be prepared properly prior to painting to ensure long life of the mural:

- Lightly sand then wipe down, ensuring the surface is clean
- Apply Smooth Surface Sealer or suitable etching primer

Photo showing prepared cabinet, complete with coating of smooth surface sealer prior to mural being applied, must be supplied at time of invoice

Instructions on the application of the graffiti guard must be followed to ensure the mural's longevity.

Artist Checklist

The following is a checklist for the artists to follow to ensure that the process has been completed.

Tick	Procedure
	Cabinet has been identified and advertised by HDC
	Artist submit a design with cabinet number to HDC
	500 Word explanation of Artwork and colours used to be submitted to HDC
	Accepted submission
	Artist fills in Health and Safety form and send to Chorus
	Artist purchases material maximum \$150
	Artist collects cones and connectors to use to define safe working area from HDC
	Artist to use Hi Visibility vest while painting or onsite
	Artist must use drop cloth to keep area clean
	Anti-Graffiti guard to be picked up from HDC
	Artist completes artwork
	Artist MUST NOT impede any pedestrian access or cause any health and safety concerns
	All materials must be moved off site when not working
	Artist returns cones, connectors and any Anti-Graffiti paint to HDC
	Submit photos to Chorus
	Send Invoice to Chorus
	Artwork is loaded on Chorus website
	Artwork may be considered for the annual Chorus Cabinet Art Calendar

Invoice to be made out to 'Chorus NZ Ltd, PO Box 632, Wellington, 6140'

[Send Health and Safety form, Photos and Invoice to Jo.Seddon@chorus.co.nz](mailto:Jo.Seddon@chorus.co.nz)