



120 ALEXANDRA PDE FITZROY VIC 3065
11-5PM TUES-SAT OR BY APPT.
MOB: 0405 044 142
PH: 03 9419 5654
info@sjsgallery.com
ABN: 3591 639 1873

EXHIBITION PROPOSALS

GALLERY HOURS

Tues-Sat 11-5pm

OPENINGS

Thurs 6pm to 8pm.

SET UP

Tuesdays from 9am

STAFF

Director: Shabana Jacobson ph 0405044142

GALLERY COSTS

\$420 per week

20% Commission (inc gst) 2% eftpos and credit card sales

All shows run for min of two weeks

FLOOR PLAN.....see www.sjsgallery.com

Wall space= 26 meters plus movable partitioned wall double sided wall of 5m approx.

Floor space= 70sqm approx

INCLUDED IN THE PRICE

Lighting and hanging systems

Curatorial advice

Mailing list invite

Advice and assistance in promoting the event

Access to and use of kitchen All power and out goings

Public liability insurance

7 white gallery plinths available

Street front advertising in gallery

OPENING NIGHT

Wine, beer & champagne to be provided and organised by artist and Catering to be provided and organised by artist until further notice.

STAFFING

Artist is to sit their own shows for the duration of the exhibition. If unable to sit a certain day please advise the director and we can sit the show for you at a charge of \$50 per day.

MAILING LIST

Email of invitation to our extensive mailing list.

INVITIATIONS

A template is provided for invitations, artist is to design invite with images of high quality and organize printing and distribution. Artist is responsible for invite printing costs. Sjs gallery has a service available of invite design and printing at an extra cost. Please enquire on booking.

ADVERTISING

Listing in a number of other small magazines.

Extensive media canvassing
Press releases to all major media organisations.
Email invite to extensive mailing list.

SALES

All payments for artwork sold will be paid to Shabana Jacobson Studios and Gallery.
20% commission (plus 2% eftpos/cc if app) will be deducted from the sale price and the money will be paid directly into your account within two weeks of closing of show.

YOUR OBLIGATIONS

The hirer is responsible for the installation and dismantling of the exhibition/event, all costs such as freight, insurance of artwork, invitations, mailing of invitations, advertising, preview and catering expenses. Any repairs necessary to maintain the original condition of the premises are to be completed on the day after the event. Artist is to re-paint gallery walls to original condition unless otherwise approved by director of gallery.

Insurance... While we take every care we do not take responsibility for damage or loss of work while at the gallery.

Artist is to sit the entire exhibition or organise with the director to have someone else sit the show or pay the \$50 per day fee for gallery staff to sit it.

Artist is to organise catering and opening night drinks.

Advertising to promote your exhibition including media releases and emailing invite to your mailing list.

Shabana Jacobson studios and gallery reserves the right to final approval of all works displayed, signage, display panels, etc., and to alter rental, terms and conditions without notice.

PRICE LIST AND HANGING

Artist is to supply a price list and hang the show with assistance from gallery staff on the day of set up. You must also supply an artist statement, CV and statement about the exhibition.

PAYMENTS: Payments may be made via direct deposit into ANZ bank Shabana Jacobson ACC # 5183 93275 BSB # 013 275 or paid directly in cash/credit card or eftpos at the gallery, or via money order to Shabana Jacobson.

....Please make payment to secure booking

I have read and understand my obligations and the galleries obligations in regards to my exhibition

Signed.....

Printed.....

Date.....