



GALLERY

### **Exhibition Proposals**

The space for hire is located within the 'entrance' area of the gallery. Please refer to the gallery diagram with the blue outlined area. The exhibition space includes 9 meters of wall space, the gallery window with hanging rails and the window display case. The floating entrance wall and the glass cabinet.

Exhibitions are for a two-week duration only.

Exhibitions exclude the months of November, December and January.

It is important to apply well in advance with your preferred exhibition dates.

### **Who can apply?**

We accept proposals from emerging, mid-career and established artists.

We accept proposals for group exhibitions and curated exhibitions. This can include launches, artist talks or similar events.

### **Criteria:**

Art that demonstrates a high level of skill and marketability.

We are looking for works that are suitable to show within the PG Gallery context. All art disciplines and mediums will be considered.

### **Proposals should include**

Preferred exhibition dates.

A concise description of the work you wish to exhibit. This should include a full description of presentation, the ideas behind the project and materials used.

Around 5 - 10 jpeg images of works that will either be included or proposed work in progress.

Please include accompanying images list with size, medium and retail price (an idea of price if you are unsure).

**The gallery price includes:**

- Gallery hire is \$1,300 inc.gst for two weeks. There is an additional fee of \$150 for the opening night reception.
- The exhibiting space includes Brunswick Street window view, exposure to the street – one of Melbourne’s busiest and vibrant arts scenes. An exhibition within a highly reputable gallery, a mainstay of the local arts scene. Artworks can be seen in the window at night under gallery lighting.
- PG Gallery website virtual exhibition included.
- Gallery is always staffed.  
Trading Tues to Fri 10am – 5.30pm and Sat 10am – 5pm
- We design and distribute a Mail-chimp generated invitation to the gallery mailing list and artist mailing list, as well as media contacts.

\*Please note: The design and cost of printed invites is not included and is optional for the artist. If you are having your own designed invites made, please ask for the PG Gallery Logo File. The logo must be included on your invite or any other promotional material. We also require approval of draft before printing, thank you.

- We promote the exhibition on our social media platforms, Instagram and Facebook.
- Decal for the entrance wall. (Artist name and exhibition title)
- Listing in Art Guide
- Installation of works, within gallery hours.
- Gallery hanging rails for easy installation of works.
- Processing all sales and enquiries related to the exhibition.
- Two staff members to cater for the opening night and the supply of alcohol.
- Equipment available – Display cases, glass cabinet, two plinths.
- Gallery Staff who have extensive experience in dealing with art sales.

## **Terms and conditions**

All artist's must provide either an ABN number or, to prevent a withholding tax of 46.5% on monies owed for any sales of more than \$100 in total as decreed by the ATO, sign a Statement by a Supplier exemption form.

The gallery takes a 30% commission on any sold works. This commission also covers costs for sales processed through the gallery eft-pos facility and for packaging materials used for sold work.

### **Information regarding framing for your exhibition:**

Framing for your artwork is to be made by PG Gallery's Framing studio. (Fitzroy Frame Makers)

The Gallery has a professional picture framing business and offers you 20% discount. We specialise in beautiful hand-crafted contemporary timber frames, using 100% archival materials and professional canvas stretching service. We have extensive experience in this area and we can assist you with the best presentation for your work.

A total of 3 works must be framed for your exhibition. \*

These works are to be installed in the entrance and window area of the exhibiting space. All other works included in your exhibition can either be framed or unframed. (Please describe the installation of works you propose to display unframed in your proposal) We prefer the use of our gallery hanging system for installation of framed works.

If your proposal is accepted, we will require a 30% deposit of total gallery hire at the time of completing the Exhibition Agreement Contract - 3 months prior to the exhibition. The remaining amount for gallery hire will be due 4 weeks prior to the commencement of your exhibition, at this time, we will also require the artworks to be delivered.

In the event that the exhibitor has to cancel then the 30% deposit is forfeited.

Final decision of hanging and inclusion/exclusion of artwork remains with the gallery directors.

The gallery does not cover any insurance for artworks.

We do not cover any couriers or postage costs.

**Important notes**

Opening receptions are optional.

If you choose to hold an opening reception there is a fee of \$150 required. This fee covers staff for the period of 6pm to 8pm and the supply of alcohol and glassware.

This fee applies to launches and similar events outside of gallery hours.

Please include as much information in your proposal as possible.

If you have optional exhibition dates, please include them in your proposal.

**Please email submissions to [info@pggallery.com.au](mailto:info@pggallery.com.au)**

**For any further information, please chat with Irene or Fi.**

**PH 9417 7087 E [info@pggallery.com.au](mailto:info@pggallery.com.au)**

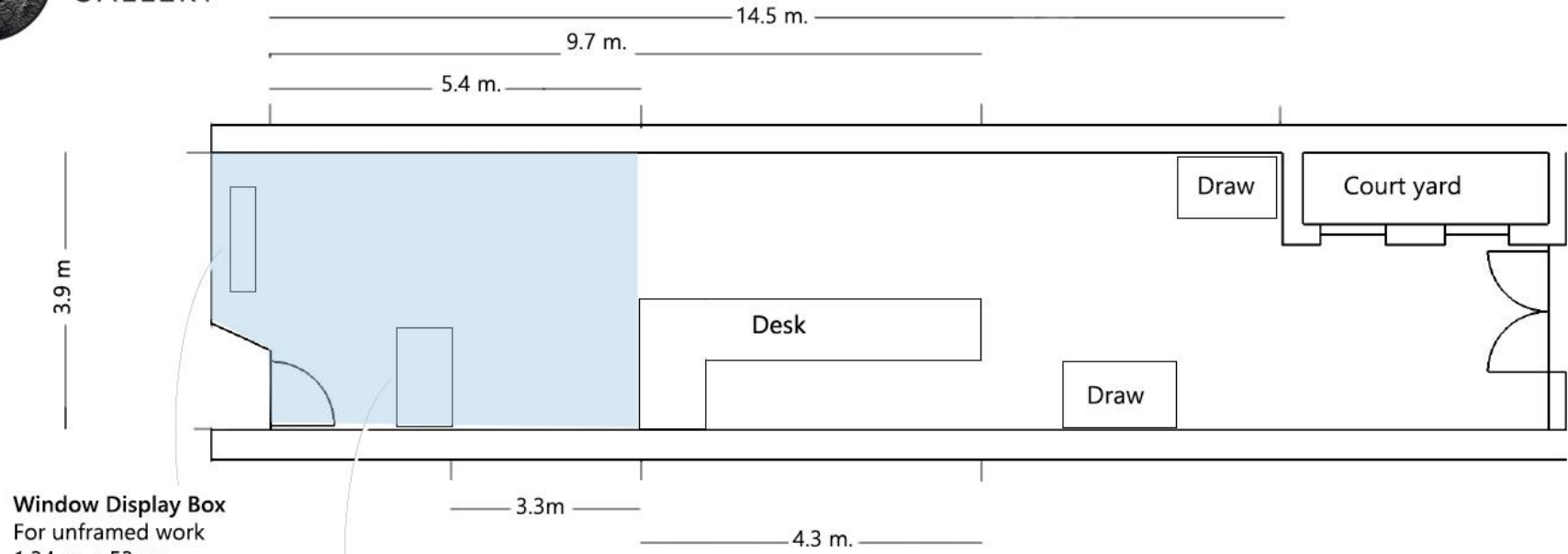
**If your submission is successful, we will arrange a time to meet you and go over the exhibition details.**

**Thank you for your interest in showing at PG Gallery**



PRINTMAKER  
GALLERY

# Exhibition Floor Plan



**Window Display Box**  
For unframed work  
1.34 m. x 53 cm  
Above the window box  
hangs a framed  
artwork

**Display Cabinet**  
Hangs one artwork on street side with exhibition title decal  
Opposite side 2 glass shelves 1.2 m. x 15cm  
Deep glass box 1.2 m. x 50cm wide x 44cm deep

**Hire Gallery space** - Front of gallery 5.4 m, 3.3 m.  
Display box and Cabinet