



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. If you have optional exhibition dates, please include them in your proposal.
- 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. This should also include if you're planning to frame your work. Framed exhibitions take precedence over unframed exhibitions presented in our gallery.

- Around 5 - 10 jpeg images of works that will either be included or proposed work in progress. Please include a list of works with size, medium and retail price (an idea of price if you are unsure).

**Included in your exhibition:**

- 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 online exhibition and catalogue.
- Trading 5 days: 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 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.
- Curatorial advice from the Manager / Director.
- We install your work for you or with you, on a Monday while the gallery is closed to the public.
- Processing all sales and enquiries related to the exhibition and covering the cost of related fees.
- Equipment available – Display cases, glass cabinet, two plinths.
- Gallery Staff who have extensive experience in dealing with art sales.

### **Exhibition details:**

- **Gallery exhibition fee is \$1450 inc GST for a two-week exhibition. There is an additional fee of \$200 if you choose to hold an opening night reception. (This fee includes alcohol/glassware and two staff members)** This fee applies to launches and similar events outside of gallery hours.
- **We encourage you to have all of your works framed for presentation using our framing studio: Fitzroy Frame Makers, we offer you a 30% discount on all custom framing options for your exhibition.**
- **PG Gallery takes 30% commission on sales of artwork (excluding the frame value) or on unframed work.**

### **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.

PG Gallery takes a 30% commission on any sold work which is unframed in your exhibition, this also includes any merchandise such as tote bags or books, or on framed works not made by our studio\*

(Important information\* We appreciate your understanding regarding the display of framed works made by our studio. Please discuss any previously framed work that was framed by a different framing studio which you would like to include in your show with the gallery manager.)

PG Gallery prefers works are not attached to the gallery walls unframed. Any installation-based works which can't be framed, must be discussed with the gallery manager. We have a gallery hanging system with rails for installation of framed works.

Gallery exhibition fees and framing must be paid in full before the commencement of your exhibition.

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 3 weeks prior to the commencement of your exhibition. In the event that the exhibitor cancels their exhibition, the 30% deposit will be 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.

**Information regarding framing for your exhibition:**

Framing of all 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 30% discount. We specialise in sustainably sourced, 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.

Please include as much information in your proposal as possible!

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

**For any further information, please chat with Irene or Stella.  
PH 9417 7087 E [info@pggallery.com.au](mailto:info@pggallery.com.au)**

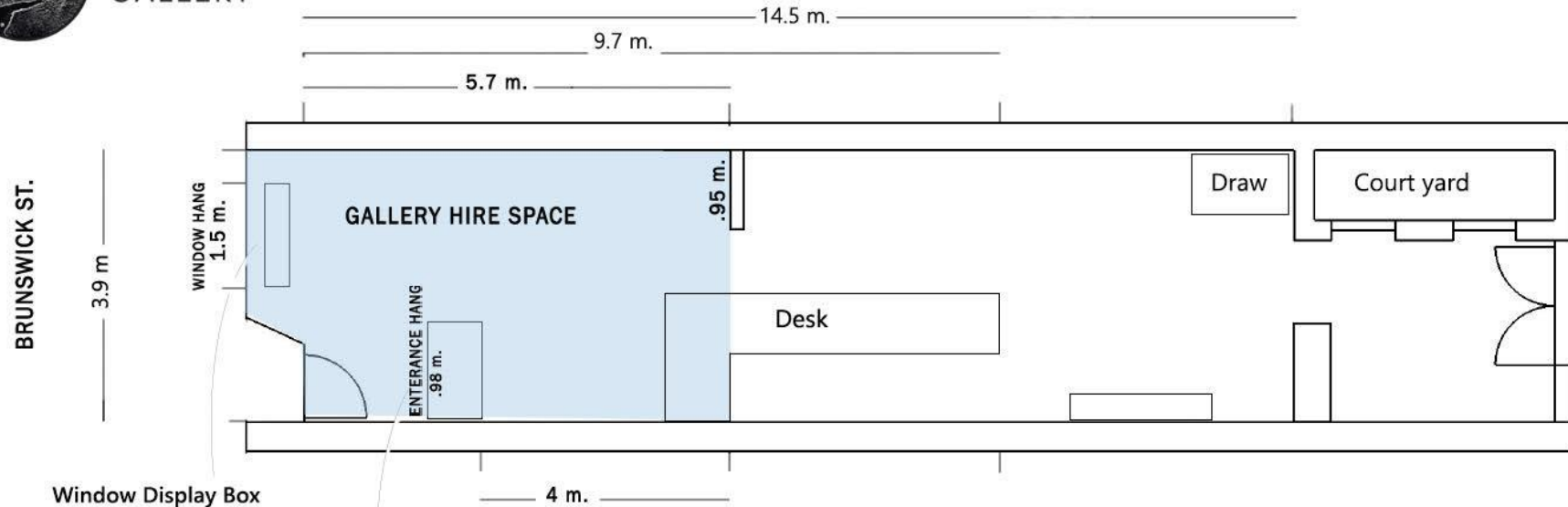
**If your submission is successful, we will arrange a time to meet you and go over the exhibition details.**

**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

AVAILABLE UPON REQUEST  
Two plinths