



Outline of potential additional costs associated with exhibiting:

All costs listed here are approximate guides, and are subject to change without notice due to exchange rates and other factors affecting suppliers.

Design

Invitation design: \$30 for one edit + print-ready file. Multiple edits will incur fee.
Design for additional collateral: POA depending on content & design.

Printing

Invitations: \$398 plus GST for 500 double sided DL invitations
\$500 plus GST for 1000 double sided DL invitations

Art Almanac Advertisement (one month placement)

Full page colour: \$522.50	Half page colour - \$346.50	Quarter Page colour - \$231.00
Full page b/w \$319.00	Half page b/w \$203.50	Quarter page b/w \$143.00

All including GST. **N.B** These prices don't include design.

Art Guide Advertisement (2 month placement)

Full page colour: \$722	Half page colour - \$440	Quarter Page colour - \$260
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All excluding GST. **N.B** These prices don't include design.

Gallery Signage

\$80-\$100 for adhesive signage for the gallery wall (includes delivery and installation), depending on size.

Mail-out

Solo mail-out \$150, shared with one other \$90, shared with two others \$65 (Based on DL fliers).
Generally, mail-outs include 2-3 flyers.

Photocopying

\$0.10 per side for price lists if required

Opening function

Staffing:

\$66 per staff member to serve drinks and wash glasses and be on the door – this is a licensing requirement. A minimum of 2-5 staff per function are required depending on guests expected. (See below for shared openings.)

Drinks:

If using fortyfivedownstairs' stock (Charged by the bottle):

\$8.00 + GST per bottle of wine (still)	\$10.00 + GST per bottle of sparkling wine
\$4.00 + GST per 2ltr bottle of orange juice	\$3.00 + GST per 750ml bottle of mineral water

Please let us know if you would like us to provide wine, juice, water etc for your opening. We do not serve beer at opening functions.

If own stock provided by the artist:

\$1.00 + GST corkage per bottle

Catering:

fortyfivedownstairs has an exclusivity arrangement with Ed Dixon Food design as our contracted caterers for the venue. Please talk to us about getting a quote for your opening if you wish to have the function catered.

Shared Openings

For openings that are shared between the two exhibitors/groups of exhibitors fortyfivedownstairs recommends that staffing and drink costs are pooled and split by the number of exhibiting artists. For shared openings we would require 4 staff and would recommend approximately 3-4 dozen bottles of wine.



Sales

Merchant Fee:

2% of transaction amount where sales are processed through our credit card facility, it's up to you whether this is absorbed by the artist, charged as a surcharge to the purchaser or split between the two.

Commission

There is no commission on sales.

Transport of artworks

A reminder to budget for the delivery of your artworks to and from the gallery as fortyfivedownstairs does not provide parking. There is a parking building next door (SecurePark). Check the costs on their website: <http://www.secureparking.com.au/>

See below for information about your responsibility in this area.

Wrapping of artworks

All sold artworks that are left at fortyfivedownstairs unwrapped will incur a wrapping charge of \$10+GST per work, for works under 2m (in any dimension). Works over 2m will be charged on a case-by-case basis.

Installation and de-installation

Artists are responsible for the installation and de-installation of their work. If you choose to employ technical assistance we can recommend a number of professional artwork installers. Rates differ so talk to gallery staff about this.

Exhibitors are responsible for the following:

- * Transport of artworks to and from the gallery. Parking for loading/unloading is extremely limited in the area, and hirers should budget for parking fees and commercial freight where necessary.
- * Installation and removal of artworks (including your own pedestals/stands if particular ones required. We have some here that you may use, but will require a touch up of paint. Please let us know if you would like to look at them in advance)
- * Preparing sold works for collection (bubble wrapped and labelled) – clients can then collect their artworks personally or arrange transportation.
- * Security of artworks - fortyfivedownstairs staff cannot guarantee against theft or damage, and all artworks are exhibited and/or stored at the artist's own risk
- * Production of price lists and accompanying literature as required – we can assist with this if necessary
- * Supply of numbers for the walls – to match the lists produced. Little adhesive numbers are available from most stationery suppliers.
- * Opening and staffing/supervision of the exhibition on Saturdays from 12-4pm. We will leave instructions on processing of sales for these days if required. You will need to collect keys for gallery access prior to sitting as no gallery staff will be present on Saturdays.
- * Keys - Prior to installation, we can issue you with a set of keys so that you can come and go as required when installing. Access for installation is strictly per the hiring agreement issued, and must be adhered to. The gallery lights will then be focused on the Tuesday morning by our Technical Coordinator, and should not be adjusted by hirers. When you come to get keys, we will show you how to unlock the gallery, as well as where the light switches are and where the ladders are kept.