



**fortyfive
downstairs**

Date of first day of exhibition: ____ / ____ / ____

Exhibitor's Timeline

This is a resource for fortyfivedownstairs exhibitors, to help you plan your exhibition and to make your interactions with us as smooth as possible. Please use the blank lines to fill in the dates relevant to your exhibition. All due dates are in relation to the first day of the exhibition.

+ Read Terms and Conditions in Exhibitors Pack

+ Pay Deposit

+ Send in signed contract

Date Due: ASAP in order to confirm your event.

NB: deposits are non-refundable, non-transferable.

Your Date Due: ____ / ____ / ____

+ Send in listing for exhibition comprising:

Exh title; medium/s; Names of all exhibitors/curators

Date Due: 5 months prior to exhibition

Your Date Due: ____ / ____ / ____

+ Pay balance of hire invoice.

Date Due: 3 - 5 months prior to exhibition

Your Date Due: ____ / ____ / ____

+ Send media release, artist statement and 2 - 5 images to jade@fortyfivedownstairs.com

Date Due: 6 weeks prior to exhibition

Your Date Due: ____ / ____ / ____

+ Provide details to fortyfivedownstairs for flier design and preferred printing quantity.

NB: All our collateral adheres strictly to design templates.

Date Due: 6 weeks prior to exhibition

Your Date Due: ____ / ____ / ____

+ Contact our technician about any (electrical) equipment that requires testing and tagging.

Date Due: 5 weeks prior to exhibition

Your Date Due: ____ / ____ / ____

+ Give consent for mailout if you wish to participate and provide fortyfivedownstairs with 200 - 300 fliers (185 for mailout and 60 - 100 for gallery)

Date Due: 4 weeks prior to exhibition

Your Date Due: ____ / ____ / ____



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- + Request/Sign off vinyl cut
- + Contact con-current exhibitor re opening arrangements - contact details provided by fortyfivedownstairs.

Date Due: 2-4 weeks prior to exhibition

Your Date Due: ___ / ___ / ___

- + Collect key to gallery from gallery office if you need access prior to 10am on the Monday of the bump-in.

Date Due: Friday prior between 11 and 5

Your Date Due: ___ / ___ / ___

- + Install exhibition

Date Due: First Monday of exhibition

NB: Time restrictions may apply due to evening events in the theatre. Please clarify this with staff prior to planning your day.

Your Date Due: ___ / ___ / ___

- + Exhibition opening First Tuesday of exhibition from 5 - 7pm
- + Provide gallery with pricelist (in provided template) and artists statement by 11am

Date Due: First Tuesday of exhibition. (Unless otherwise arranged/special circumstances)

Your Date Due: ___ / ___ / ___

- + Open Gallery on Saturday

Date Due: Each Saturday during your exhibition from 12 - 4 NB - you may arrange with the concurrent exhibitor to staff alternate Saturdays

Your Date Due: ___ / ___ / ___

- + Deinstall exhibition and remove all unsold works

Date Due: final Saturday between 4pm and 7pm or final Sunday between 8am and 2pm

NB time restrictions may apply due to evening events in the theatre. Please clarify this with staff prior to planning your day.

Your Date Due: ___ / ___ / ___

Budget:

NB: Artists and Curators, please use this as a guide and bear in mind this is not a definitive nor exhaustive list of costs which may be incurred.

Invitation printing: \$ _____	Photocopying: \$ _____
Art Almanac Ad: \$ _____	Opening - staff: \$ _____
Other Ad: \$ _____	Opening - refreshments: \$ _____
Ad Design: \$ _____	Artwork Transport: \$ _____
Gallery Signage: \$ _____	Artwork Installation: \$ _____
Physical Mail-out: \$ _____	

TOTAL: \$ _____