



## Gallery timeline

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

Date of first day of exhibition:    /    /

- + read Terms and Conditions in contract
- + pay deposit
- + send in signed contract

Date due: Immediately in order to confirm your event.

Your date due:    /    /

NB: Deposits are non-refundable and non-transferable

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- + send listing for exhibition comprising:
  - Exhibition title; medium/s; names of artists/group/curator
- + send in 1 x main promotional image (min. 20cm longest side, 300 dpi) with caption (title, date, medium, dimensions)

Date due: 6 months prior to exhibition

Your date due:    /    /

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- + confirm any additional advertising in Art Guide Australia or Art Almanac

Date due: 4 months prior to exhibition

Your date due:    /    /

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- + pay balance of hire invoice
- + send 300-word statement for media release and website
- + send 2 – 5 additional promo images (min. 20cm longest side, 300 dpi) with captions (title, date, medium, dimensions)

Date due: 3 months prior to exhibition

Your date due:    /    /

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- + request/sign off physical fliers
- + request/sign off vinyl signage

Date due: 6 weeks prior to exhibition

Your date due:    /    /

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- + collect key from gallery office if you need access prior to 9am on the Monday install day
- + send pricelist details (template will be provided, list will be ordered after install)
- + confirm opening arrangements

Date due: Friday prior to exhibition

Your date due: / /

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- + Install exhibition

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

Date due: Monday before exhibition opening

Your date due: / /

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- + Exhibition opening 5pm – 7pm

NB: hours are strict due to evening events in the theatre

Date due: First Tuesday of exhibition

Your date due: / /

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- + Sit gallery on Saturday 11am – 3pm

Date due: Each Saturday during your exhibition (negotiable)

Your date due: / /

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- + Deinstall exhibition and remove all unsold works

Date due: final Saturday between 3pm – 7pm and/or final Sunday between 9am – 1pm

NB: dependent on theatre/events over the weekend. Please confirm with gallery staff.

Your date due: / /

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