



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.

fortyfivedownstairs holds \$1,000 as a bond to cover most of these costs (charged as part of the total gallery hire invoice on booking). The remaining bond is returned to the artist at the end of the exhibition. **N.B** Advertising costs are invoiced separately.

Design

Invitation design: \$40 plus GST for one edit + print-ready file. Multiple edits will incur fee.
Design for additional collateral: POA depending on content & design.

Printing

Fliers/Invitations: \$319 plus GST for 200 double sided DL fliers/invitations
\$330 plus GST for 300 double sided DL fliers/invitations
\$341 plus GST for 400 double sided DL fliers/invitations
\$352 plus GST for 500 double sided DL fliers/invitations

Art Almanac Advertisement (one month placement)

Full page colour: \$540 + GST	Half page colour - \$350 + GST	Quarter Page colour - \$240 + GST
Full page b/w \$320 + GST	Half page b/w \$200 + GST	Quarter page b/w \$140 + GST

N.B These prices don't include design.

Art Guide Advertisement (2 month placement)

Full page colour: \$1175 + GST	Half page colour - \$680 + GST	Quarter Page colour - \$440 + GST
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N.B These prices don't include design.

Gallery Signage

\$60-\$100 for adhesive signage for the gallery wall (includes delivery and installation), depending on size.

Photocopying

\$0.10 per side for price lists if required

Opening function

Staffing:

Approximately \$240 per 2 hour event to serve drinks and wash glasses and be on the door – this is a licensing requirement. A minimum of 3 staff per function are required depending on guests expected. (See below for shared openings.)

Drinks:

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

\$10.00 + 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 Cookes Food 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 multiple exhibitors fortyfivedownstairs recommends that staffing and drink costs are pooled and split by the number of exhibiting artists. Estimates for staffing and beverage quantities can be provided ahead of time for budgeting purposes.



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Sales - Merchant Fee

Sales processed through our credit card facility incur a 2% merchant fee. Exhibitors can opt to absorb this fee in the list price of works, charge it as a surcharge to the purchaser or split between the two.

Commission

There is no commission on sales unless specified in your hiring agreement.

Transport of artworks

A reminder to budget for the delivery of your artworks to and from the gallery as fortyfivedownstairs does not provide parking. You may request access to the fortyfivedownstairs loading bay located out the back, this is subject to availability. See below for information about your responsibility in this area.

Parking: Wilson parking at Collins Place (28 Flinders Lane) or Secure Parking at 12-20 Flinders Lane. Both offer the option to pre-book spaces online, which a good way to ensure you get a park.

Wrapping of artworks

All sold artworks that are left unwrapped at fortyfivedownstairs 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. We suggest you retain the packaging your artworks arrive in, for solds and unsolds upon conclusion of your exhibition.

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.

Lighting

The gallery lights will be focused following installation by our Technical Coordinator on the day before or morning of opening, and should not be adjusted by hirers. Artists requiring special lighting requirements should consult with gallery staff well in advance of installation.

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 may 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. fortyfivedownstairs will assist in the production of labels for sold works.

* **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. fortyfivedownstairs will format the pricelists into our house style and be responsible for printing and replenishing as needed.

* **Supply of numbers for the walls** – to match the lists produced. Little adhesive numbers are available from most stationery suppliers.

* **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 time for installation and dismantle is strictly per the hiring agreement issued and must be adhered to. This is negotiable subject to availability. 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. Keys are to be returned to fortyfivedownstairs staff. Loss of keys incurs a \$500.00 fine.