

the space

137 Flinders Lane Melbourne VIC 3000
03 9654 3332 www.flg.com.au/thespace

OVERVIEW



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The Space is housed within Flinders Lane Gallery. Committed to presenting unique high quality work by talented established & emerging artists, we aim to provide opportunities for artists to present their work within a professional commercial gallery setting.

WHAT YOU GET

OVERVIEW

- A 25 square metre exhibition space, with tungsten lighting system, and full track hanging system.
- A three week exhibition in a major longstanding & highly respected commercial gallery located within the Arts Precinct of the Melbourne CBD. Close to the major 5 star hotels and in the midst of a thriving restaurant trade, FLG experiences a high volume of foot traffic and dedicated art buyers/lovers through the door.

PROMOTIONS

- Your exhibition will be featured on Flinders Lane Gallery's website www.flg.com.au/thespace for the duration of your exhibition and for one month following.
- We'll send an active HTML linked email invitation for your show to our extensive FLG mailing list, in conjunction with the current FLG exhibition program.
- We'll share information about your show on social media ie Facebook.
- We'll include your media presentation in our short lead media mailout to our database of established media contacts.
- We'll also list your exhibition details in the Art Almanac & The Art Guide.
- If you wish to be listed on other promotional vehicles such as artwhatson iPhone application this can be discussed with staff.
- You can have a shared opening celebration where applicable with concurrent the FLG exhibition, thereby accessing our clientele. Staff will confirm the date for the opening where applicable on a show by show basis.
- We will provide you with the basic layout in Indesign for your invitation if required. We will need to proof your invitation before it is printed.

STAFFING

- We will staff the gallery at all times, and process all sales on your behalf.
- Installation & curatorial assistance is available. It can be a great benefit to have an independent eye to assist you in the best presentation of your exhibition. With many years of curatorial experience gallery staff can offer you a fresh take on the presentation of your work.

COSTS

- The rent per week is \$1200 (GST incl)
- A refundable bond is required of \$500.
- A three week minimum booking applies, therefore minimum charge for three weeks is \$3600 plus bond.
- We'll charge a 30% commission (33% for non-GST registered artists) on any sales during your exhibition and for one month follow up sales. Any enquiries past one month will be referred directly back to you.
- Catering costs for opening event should you wish to have one will be a maximum of \$180. This includes quality wines, bar staff and nibbles.
- All postal invitations (print and postage) are the responsibility of the exhibitor.
- A 20% deposit is required when booking the space, to be paid six months prior to the exhibition. The balance is to be paid in monthly installments, to be finalised one month prior to the show. The bond is payable one month prior to the exhibition.

SERVICES AVAILABLE FOR AN ADDITIONAL COST

- We can assist with the development of media releases at a charge of \$25 per hour. We can also refer you to an experienced arts writer if requested.
- We can design your promotions and invitation inhouse at \$25 per hour.

WHAT YOU NEED TO KNOW

- GST registered artists are preferred for exhibition. Non-GST registered artists should be aware that by law GST must be deducted on commission.
- The Director retains the right to cancel an exhibition if the works are not deemed to be representative of the works the artist was selected for, or if the quality of the works is poor. The Space will only exhibit high quality work.
- For a three week hire, you'll have The Space from install on the Sunday or Monday of the first week (TBA on a show-by-show basis), through to de-install on final Saturday of the third week. The gallery must be returned to original condition by 5pm on the final Saturday.
- The gallery is open Tuesday to Friday 11 - 6pm and Saturday 11-4pm, and is fully staffed at all times.

WHAT YOU NEED TO DO TO APPLY TO EXHIBIT IN THE SPACE

- Submit a selection of 10 images indicating if works are indicative of or for exhibition
- An exhibition rationale no longer than 1 A4 page
- CV and short artists bio
- Description of any special requirements, which may alter the gallery space,(eg. plinths, painting, electrical).

All submissions are to be sent to either:

The Director,
The Space @ Flinders Lane Gallery
137 Flinders Lane Melbourne 3000
(Please do not send originals as we are unable to return submitted material)

or:

emailed to assistant@flg.com.au

Please note if emailing images do not send images less than 200KB and not more than 1MB each. A link to a website is acceptable if the images are large and of good quality.

Please note:

The quality of your support material is important. It is preferable if the support material relates directly to your exhibition description. However, material that clearly indicates your ideas and work approaches is adequate at the first stage.

On acceptance artists will be required to book a meeting with gallery staff to discuss exhibition development. Closer to the exhibition you will be required to supply gallery staff with the following material:

- Two months prior to the exhibition, we'll require 2 -3 high resolution images (digital images at 300dpi are preferred), an artist's statement, and an updated cv, so that we can prepare a media release.
- One month prior to the exhibition, we'll require a full suite of images and details of all works (title, size, medium, date), so that we can prepare your webpage and HTML evite.
- Prior to installation of your exhibition, all works must be signed, labelled and ready to hang.



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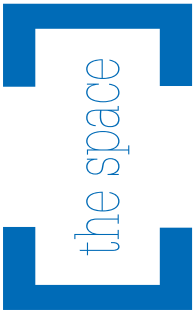
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Gallery Floorplan

Legend

- 1 meter
- Concrete wall
- * All other walls MDF
- Power point
- Lighting Track
- Max hang height 320cm

