



Thank you for your successful submission for an exhibition at **me.** Artspace

This is a checklist of things you need to supply/consider/include for your show:

- You must supply price tags for each artwork. Printed not handwritten. Stuck onto foam board and carefully trimmed to standard size. see sample attached.
- Bring Blotak or similar to affix price tags to the wall or double sided velcro pads (available at Officeworks)
- Recent CV about your art career including any prizes or awards plus Artist statement (ideally enlarged to A3 and stuck down on foam board, or laminated. Most printers will do this for you. I use Wildfire in Crows Nest) You can send draft through to me for suggestions prior.
- Artist statement for visitors to read. Include exhibition title.
- You will need a hanging helper to put up the exhibition and to take it down. **me.** Artspace will supply all hanging wires and hooks but you need to put suitable D rings on the back of all your works. (Don't use very small D rings as hooks may not fit.) D rings for small artworks should be positioned near the top of the painting otherwise the works may tip forward when hung. We have a tool kit and stepladder.
- I suggest you organise some giveaway promotional postcards with an image of your work and contact details. Logo for me. supplied.
- Other promotional possibilities : poster for gallery window with exhibition title, your name and dates; A giveaway sheet about you; Flyers to leave in local cafes. None of these are essential, its your choice/budget.
- You should organise an email invitation for your mailing list. Forward a PDF to Debbie to send out to **me.** Artspace mailing list.
- Please supply three painting images via email at less than 1 MB for some facebook promotion by Debbie. Include info on painting, title, size and medium.
- **me.** Artspace has red spots for successful sales. You need a receipt book and your bank details as you must ask for either cash or direct debit payments. We have no credit card or Eftpos facilities. I suggest you allocate a helper to deal with sales at opening.
- Opening party food and drinks to be supplied by you. Also platters, napkins and waiter if required
- 130 wine glasses supplied at the **me.** Artspace plus about 15 water glasses. You may need to supply your own extra plastic ones. Depends on number of guests expected.
- **me.** Artspace has a table that can be used for drinks but suggest you supply a plain white tablecloth as it has paint drips on it.
- All food scraps to be placed in sealed bin liner at end of party and bottles in recycle bin. the clean up of kitchen/studio/gallery is your responsibility post party

me. Artspace exhibition checklist

- Please be aware of the privacy of **me.** Artspace artists in residence and do not allow any visitors into their studios if you are there, minding the gallery at weekends.

Thanks

any further questions contact

debmackinnon@me.com

Style sheet price tags/ME artspace exhibitions

Gill Sans is my preference but up to you. I use semi bold for title and light for the rest

I allow a larger line space - this is 1.3

That Impossibly Blue Sky

© Debbie Mackinnon

Oil on board

91 x 91 cm

\$2995