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INSTA [upgallerysassafras](#)

UP EXHIBITION SPACE APPLICATION 2025

FEATURE EXHIBITION BOOKING TERMS AND DETAILS

- **The Exhibition** Exhibition duration over 2 weeks total 12 days - or 3 weeks 19 days...includer 2 or 3 weekends [peak visitor times] and ends COB on the Monday. Exhibitions are deinstalled on Tuesdays when the gallery is closed.
- A non refundable **deposit of \$300** is required to secure and confirm your exhibition slot, invoices sent when your final dates and exhibition agreement sent and accepted.
- You can install your own show or if you need help our experienced gallery members can assist. Art must ready to hang with D rings, framed if needed, signed and a signed certificate of authenticity attached on back. No mdf frames are accepted.
- 25% commision + GST applies to all works sold. Only your exhibited pieces sold in the exhibit period are soley commis-sioned sales to the UP Gallery. All sales are processed at end of your show and payments made by end of the month. Delivery of sold pieces or postage is extra and negotiated per sale or artists are encouraged to deliver locally.
- We offer Layby payments for sales or eftpos or direct debit for credit card.

EXHIBITION PROMOTION

- **Artist to supply:** Full list of works with prices - for ticketing and stock list. A week prior to show install date. Your artists detail page needs to be completed month prior - with a picture of you, a bio or CV, plus a 200 word description of your exhibition theme. Other images can be supplied - upto 5 for this landing page. It will be created in-house.
- **Gallery creates:**
- Exhibition catalogue on webpage for your exhibition. Printed pricelist copies for opening night in A4 format
- Social posts on [upgallerysassafras instagram](#) and to [local community facebook](#) pages one month out.
- Exhibition calender listing appears on the upgallery website and feature info on your show on its own webpage.
- Exhibition postcards [60] plus 20 A4 posters will be designed inhouse and printed in full color -you help distribute in towns

OPENING NIGHT OPTIONS

- We host an opening night either Thursday or Friday night from 6pm - 8pm.
- RSVP emailed invites can be sent to your preferred list and a facebook event listed to promote to our gallery local patrons. *-Talk through this anytime in advance so we can plan around event suppliers, guests and parking details for visitors.*
- Opening night service and cleanup staff, supply of plates, glasses etc is provided by the gallery. UP Gallery supplies 1 box of 6 bottles of champagne per show.
NOTE: The cost & choice of additional alcohol, grazing cheese and dips platters is the responsibility of the exhibiting artist. You can find sponsors from local traders as an option if you wish to save catering costs.
- *All feature exhibit artists are invited to hold artists talk at opening is ideal or even during your Sunday gallery days. Our rostered members will assist with retail duties on the sunday.*

FEATURE GALLERY DIMENSIONS

- *The UP gallery feature exhibition space is 8.5 metres long with up to 18 metres actual wall hanging area*
- *Entry points at both ends via the main foyer galleries. with a dedicated 3m feature wall to promote your show*

