

Instructions for the artist of the exhibition

Submission of information materials

The artist must submit materials for information purposes no later than 3 weeks before the start of the exhibition. The information materials include:

1. A publicity photo in jpg format with details of the work (max 3 mb), preferably including photos of the works in the exhibition or a profile photo for other publicity purposes
2. A text for the invitation including a short description of the exhibition, and if possible additional photos of works in the exhibition
3. CV and preferably also a short artist's introduction
4. Information on possible grants

Invitations

The artist will receive the invitation for review before it is sent and can forward it to his/her invited guests. The invitation will be sent two weeks before the exhibition. The gallery's invitation list includes the client register, members and media, as well as the main museums.

Gallery website (www.taidegraafikot.fi)

Exhibition information is updated on homepage and exhibition page.

Facebook and Instagram

An event will be created for the exhibition before the exhibition starts. Several updates will be published during the exhibition.

Description

The exhibition will be photographed by a professional photographer. The artist will have the possibility to have a publicity photo for his/her own use (the name of the photographer must be mentioned when using the photo). If the artist wishes, he/she may order additional images directly from the photographer at his/her own expense.

Parking/Transport

The gallery does not have its own parking space. Works are transported through the main entrance. Access is not barrier-free.

Hanging

The exhibition will be hung on the Monday before the opening of the exhibition. The timetable will be agreed with the gallery staff. The gallery has the basic equipment for hanging.

The gallery staff will adjust the lighting in the exhibition space.

Exhibition catalogue

The artist will provide the staff with a list of the works in the exhibition for the catalogue. The information should include name, year, technique, size and price of the works.

Opening

The opening of the exhibition will take place on Tuesdays from 17 to 19. The artists of the exhibitions (Gallery G and Studio G) will provide the catering for the opening.

Dismantling of the exhibition

The exhibition will be dismantled on the last day of the exhibition when the gallery closes, i.e. on Sunday at 16:00. The timetable and arrangements will be agreed with the gallery staff.

Sale of works and exhibition accounts

The artist must provide his/her account number, VAT number and business ID before the exhibition starts. Unless otherwise agreed (e.g. for after-sales), the exhibition will be settled within four weeks of the end of the exhibition.

Exhibition fee

The gallery exhibition space is free of charge for artists. Artists are paid an exhibition fee for their exhibitions. Exhibition fees are paid in June for spring and in December for autumn. The exhibition fee is 455 euros.

Feedback

We collect feedback on our website: www.taidegraafikot.fi/palaute