

# NO:ID

## GALLERY

### TASK LIST / CONTRACT

For a successful exhibition (at our gallery), these tasks must be done regardless, since assuring a good quality of exhibitions is in everyone's interest. This sheet may assist you to share the workload between gallery team and exhibitor team, to plan your timetable and your budget.

You will be entrusted one set of keys for the gallery entrance, so you can install and pick up your artwork in coordination with the gallery, and use the keys to come in on the exhibition days at 12 noon to prepare and open the gallery at 1pm, and use them again at 6pm to lock up when closing up. Return the keys when everything is removed and the gallery set back into state.

Your curator, the artistic director, the gallery management, and management and staff from Cafe Fresh and KKB finance will work with you closely on all this. We may be able to assign you interns and volunteers, and can recommend and offer services as required. We will do our best to assure all these tasks get done. We all agree that all gallery expenses must be covered and labour ought to be rewarded. We are in this enterprise together.

The gallery needs you to cover all expenses of your exhibition, and kindly asks for a contribution of 30% on all sales. If you sell gallery merchandise, we whole heartedly grant you the same percentage. Please discuss all prices carefully with the gallery management.

### TASKS

Curation ie. artist selection, art selection, and advice

Management, coordination, interns

Photographing of artwork at studio

Catalogue / price list: write-up

Printing of catalogue / price list

Framing / preparation for installation

Producing of prints

PR planning, database, newsletters

Press release text write-up

Press release image (photo) & design

Printing of flyers, press release & posters

Poster for the door clip frame

Distribution of flyers, press release & posters

Website upload, directly & Monday

NOID e-listing write-up, sending out, admin

Packing and transport of artwork

Hanging / installation

Tools / tool hire

Media equipment hire

Overheads

PV refreshments & staff

PV performers and backstage

Documentation of exhibition and PV, upload

PV locking up and pavement cleaning

Possible afterparty at Fresh or Castle

Invigilation and sales

Opening / locking up (taking in forecourt display)

Daily cleaning, window

Fixing of damages

Re-painting the walls

Post-exhibition relationship

Website update

Payment conditions.

*Roma non fuit una die condita*