



Urban Cow Studio

Proposals for exhibiting January - December 2018 are due 10am Monday 25th September 2017

Established and emerging artists using any medium are invited to submit applications for Urban Cow Studio's 2018 exhibition program. Artists are encouraged to contact us at jessamyurbancowstudio@gmail.com to discuss their application or ask any questions prior to submission.

HOW TO APPLY

1. Read the general information and terms and conditions outlined in this document.
2. Fill in the Exhibition Proposal Form and return to Jessamy at jessamyurbancowstudio@gmail.com by 5pm Friday the 29th of September.

EXHIBITION DETAILS

Exhibition Duration	1 month
Gallery fees	\$350 including GST
Sales Commission	33.33% + 10% GST
Gallery Hours	Monday - Thursday 10am - 5pm Friday 10am - 9pm Saturday 10am - 5pm Sunday 12pm - 5pm
Insurance	Urban Cow Studio has Public Liability Insurance, however it is the artists responsibility to insure the work for accidental breakage if they wish.
Freight	Artists are responsible for any associated transport costs to and from Urban Cow Studio. Urban Cow is responsible for any associated transport fees on sold works.
Installation	Installation is 10am - 6pm on the Monday before the opening night. Any finishing touches or additional installing can be done the following day.
Hanging	Artists are responsible for hanging their own work. We have a hanging system and will supply hooks and clear line. Staff will be available to give advise and help where needed.
Alterations	No alterations to the gallery space or walls can be done without consent from Urban Cow Studio
Repairs	Any alterations or damages caused by the artist/s must be fixed by/at the cost of the artist.
Exhibition pack down	The exhibition needs to be packed down and the gallery restored to its original condition by 5pm on the Sunday before the next exhibition.



SALE OF ARTWORK

Gallery sales	All sales will be made through the Urban Cow Studio shop
Payment	Artists are paid monthly. Payments are made within the first two weeks of the month after the sale was made.
Receipt of payments	We accept Eftpos and cash only.
Collection of sold artworks	It is the customers responsibility to pick up sold items at the end of the exhibition period or pay for postage which Urban Cow Studio will organise.
Unpaid / uncollected works	Customers will have the option to put a 50% deposit down on the artwork, payment to the artist will not be processed until a full payment is finalised. All sales must be finalised within 10 days of the exhibition end. In the event that the customer doesn't collect the artwork, Urban Cow Studio will return the work to the artist.

EXHIBITION DETAILS

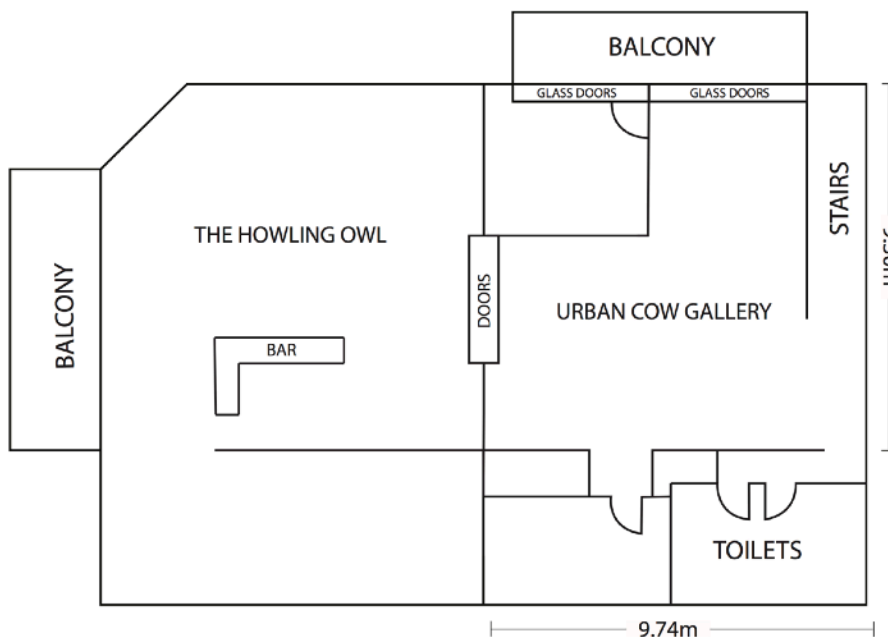
Opening night	All exhibitions open on the first Wednesday of the month from 5:30pm - 7:30pm. For larger openings we will open up the doors between the Howling Owl and the gallery and use their bar facilities. For smaller exhibitions we will use a small, self contained bar in the gallery. The artist is in charge of supplying wine or asking for sponsorship from a local winery. Artists may also choose to provide food platters. The Howling Owl is happy to supply quotes for wine and food packages for opening nights.
Promotion	The artist agrees to supply Urban Cow Studio with all relevant information for publicity at least 2 months prior to the exhibition.
Copyright	Copyright of all work remains with the artist. Urban Cow Studio reserves the right to use images of the work for promoting the exhibition.
Advertising	Urban Cow Studio advertises monthly exhibitions through: <ul style="list-style-type: none">- A quarterly listing in the Art Guide Australia- A quarterly gallery flyer- A monthly email/newsletter sent out to our mailing list of 2,000 +- Instagram and Facebook- In store via word of mouth- Urban Cow Studio will also write and distribute a media release to local radio and print press.- If the artist wishes to advertise their exhibition in Broadsheet, the Adelaide Review or the City Messenger, Urban Cow Studio is happy to go halves in the costs.



GALLERY INFORMATION

Size	Walls from picture rail to floor: 2850mm Floor space: approximately 73m squared
Floor	Polished concrete
Walls	Plaster rendered walls painted white
Air conditioning	Yes
Lighting	Track lighting and down lights
Power	Yes
Hanging system	Picture hanging rails all the way around the gallery. Best suited to hooks and clear nylon line (supplied)
Plinths	8 rectangular plinths at 1100mm wide x 330mm deep 3 x square plinths at 400mm x 400mm
Security	Access to the gallery from the street and the Howling Owl is locked at night. We also have an alarm system and security cameras.
Private Functions	Urban Cow hosts up to 6 corporate functions in the gallery per month. These functions are outside of gallery hours, are well supervised and provide extra exposure for Urban Cow's exhibiting artists. During private functions plinths are wheeled away and locked in the storeroom whilst paintings and wall art are left on the walls.

FLOOR PLAN





Urban Cow Studio

EXHIBITION DETAILS

Invitations

Artists who choose to design and print invitations are welcome to leave some in the Howling Owl and Urban Cow for distribution. If the artist needs assistance with designing invitations, Urban Cow Studio staff will be happy to assist.

Price list

Urban Cow Studio will provide a numbering system for the exhibition and format and print price lists in black and white in store.

URBAN COW STUDIO EXHIBITION PROPOSAL FORM

ARTIST DETAILS	
Name	
Group/Organisation	
Address	
Phone	
Email	
Website	
Facebook	
Instagram	
EXHIBITION DETAILS	
Title	
Medium	
Preferred Month (January - December 2018)	
Festival (Feast, Fringe, SALA etc.)	



Urban Cow Studio

Description



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ATTACHMENTS	
Examples of work	Please supply us with 5-12 images of the works to be exhibited, indicative images and/or images of previous work
Artist's CV	Please attach your artists CV or a description of your groups's artistic history.
PLEASE SIGN	
_____	_____
Artist	Signature