

GALLERY RENTAL GUIDE

BEFORE BOOKING

We recommend that all exhibitors visit the gallery in person before booking to make sure it is suitable for their purposes. A member of our team would be happy to show you round, but please email us for an appointment.

- Bookings can be made up to 1 year in advance.
- We request that potential exhibitors describe the content of their proposed exhibition (you can show drawings, posters, photos etc). Exhibitors who cannot personally visit the gallery, will need to supply this information by email in advance of a confirmed booking.
- Please also include in your request the approximate dates/times you would like to rent the Gallery.
- **Please note:** All events are considered in light of the gallery's artistic direction. If considered unsuitable for any reason, the Gallery director has the right to reject an application.

USEFUL INFORMATION

We list below the usual rental conditions, but do ask if you have other requirements, we would be happy to consider them.

- Set up takes place usually on THURSDAY.
- Open from FRIDAY TO MONDAY
- Disassemble preferably after show close on Monday.
- Usual opening hours 12:00-18:00 (but open to negotiation)
- Standard price is **7200 Skr/ week (+25% VAT)** until April 2019. From April 2019, due to increased costs, we regret that the rate will have to increase to **9000 Skr (+25% VAT)**.
- Discounts for rentals of more than one week are available
- Prices for one-off events are available on request (for example poetry reading or film showing).
- There is no commission charge for sales but Galleri Yamanashi CANNOT OFFER ANY STAFF DURING THE LETTING PERIOD. The responsibility for sales and management of the gallery during the exhibition lies solely with the organisation/ individuals renting the gallery.

BOOKING CONDITIONS

- On booking a non-refundable 50% deposit is required, payable to Galleri Yamanashi, in cash or via bank transfer. An invoice will be provided.
- ATTENTION! We regret If the booking fee has not been paid within two weeks of confirmation, the booking will be cancelled without further notice.

- The balance is due when setting up the exhibition.

IN THE CASE OF CANCELLATION

- Please note that we cannot refund the deposit after the booking has been confirmed regardless of the reason. We advise that exhibitors consider appropriate insurance in the event of illness or circumstances beyond their control.

DURING THE RENTAL PERIOD

- Someone should be present in the gallery at all times during the exhibition.
- The Gallery can not take any responsibility for theft or damage.
- Please avoid using double sided scotch tape or sellotape or other fixings that could damage the wall / flooring / fixtures.
- Galleri Yamanashi reserve the right to charge for any damage caused during the rental period by those renting the gallery.
- SMOKING IS STRICTLY PROHIBITED IN ALL AREAS OF THE BUILDING.
- You are welcome to use the kitchen and fridge as well as the WC. However, we would appreciate that they are left as you found them after the exhibition
- Kindly clear out packaging, flowers and all other rubbish.

SHIPPING

- Please confirm details with the gallery before sending. When shipping by courier, we require delivery before 18:00. If you wish to deliver items in person, please make an appointment in advance.

ADVERTISING

PAVEMENT FRONTAGE WINDOW DISPLAY (SEE MAP OVERLEAF C 7)

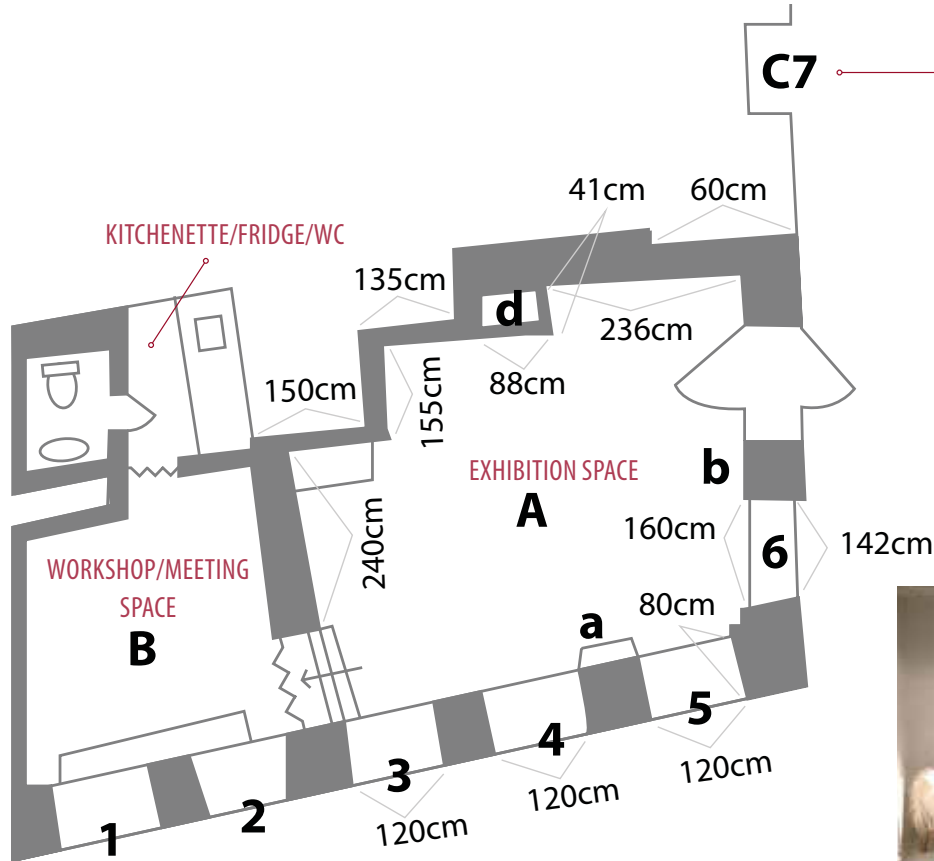
- Our display window is illuminated 24 hours each day of the week. You can use this to advertise your exhibition and provide any extra information as desired. If required, it is available up to two weeks before the exhibition opens.

WEBSITE

- We will advertise your event/exhibition on the website, but will require at least 1 high resolution photograph and a short text description for insertion at least a month in advance. Please see the Event Listing guide: <http://galleri-yamanashi.com/wp-content/uploads/event-listings.pdf>

The exhibition will be linked to the artist's/organisation's website if a web address is supplied with the listing information.

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DISPLAY WINDOW WITH
ROAD FRONTAGE (LIT 24/7)

GALLERY YAMANASHI PLAN

TOTAL SPACE: 50 sqm with 6 windows

FLOOR: Grey carpet

TWO ROOMS: **Room A** is display/exhibition space

Room B is ideal for workshop or meeting space (we can accommodate to your individual needs)

C (outside window case) (w130cm x d70cm x h138cm) for advance advertising

FIXTURES AND FITTINGS: **Room A:** Original wooden shelving (built in 1786), marble topped stand (height 40cm) tall mirror (width 50cm)

Room B: Table (W180 x D60cm - this cannot be removed), fitted office shelving and furniture

ADDITIONAL EQUIPMENT: **On request:** one big shelf, two white butterfly tables and some display equipment.

We provide 15 chairs, but there is also space to sit in the four windows which increases the seating capacity to at least 30, for use in lectures or films etc. Please contact us if you have any other questions or requests.

For hire: PROJECTOR 1350353 Hitachi CP-EW300N; SCREEN 1090269 Celaxon 87 (176 x 132 cm); STEREO SPEAKERS Logitech z120 (white). Please contact us for rates / quotation.

TELEPHONE: The Gallery Director can be reached on +81 (0) 33470 3119 in emergencies, but email contact is preferred otherwise.