

HOW TO HOST GALLERY PEERS

THIS GUIDLINE BOOK WILL HELP YOU DEVELOP
YOUR CUSTOMIZED GALLERY FELLOWSHIP
OFFERS IN 3 EASY STEPS:

THE 3-STEP PROCESS:

- ▶ STEP 1. COMPLETE YOU PERSONAL PROFILE
- ▶ STEP 2. DOCUMENT YOUR GALLERY
- ▶ STEP 3. DEVELOP YOUR FELLOWSHIP OFFERS


▶ **STEP 1. COMPLETE YOUR PERSONAL PROFILE**

- FILL IN YOUR USER PROFILE INFORMATION
- CREATE YOUR PASSWORD
- ENTER YOUR ADDRESS DETAILS

PROFILE INFORMATION

Occupation

Company Name

HD Picture  HD Logo



First Name

Last Name

About Me

Tell your fellow partners who you are, what you do and what projects you're interested in.



Experience

Experience



Email

julen+progallery@musesquare.com

WhatsApp Number

PASSWORD

ADDRESS

Street Address

Country

City

Postal Code

Postal Code



STEP 2. DOCUMENT YOUR GALLERY



FILL IN YOUR GALLERY'S PROFILE INFORMATION

Gallery Profile ▼

Gallery Name	<input type="text" value="New Gallery"/>	
Date Founded	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="04/01/2022"/> >	
Gallery Owner	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Gallery Manager	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Gallery Specialty	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="Select"/> ▼	
Gallery Affiliation	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="Select"/> ▼	
Address	<input type="text" value="Country, City, Street, zip code"/>	

● DOCUMENT YOUR GALLERY'S SPACE AND TECHNICAL DETAILS

Floor Access	<input type="text" value="Select"/>
Size of exhibition space (m ²)	<input type="text"/>
Size of storage space (m ²)	<input type="text"/>
Number of storage racks	<input type="text"/>
Collaborative preferences	<input type="text" value="Select"/>
Gallery Services	<input type="checkbox"/> Unpack and mount exhibition <input type="text" value="0"/> €
	<input type="checkbox"/> Promote exhibition in Newsletter <input type="text" value="0"/> €
	<input type="checkbox"/> Promote exhibition in social medias <input type="text" value="0"/> €
	<input type="checkbox"/> Promote exhibition in website <input type="text" value="0"/> €

● UPLOAD YOUR GALLERY'S FLOOR PLAN AND BEAUTY SHOTS

Security System	<input type="text" value="Add Security System"/>
Floor Plan	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Beauty shots of the gallery	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
	<input type="button" value="SAVE DRAFT"/>

▶ **STEP 3. DEVELOP YOUR FELLOWSHIP OFFERS**

● DOCUMENT YOUR WALLS AND UPLOAD THEIR PHOTOS

WALL 1 STATUS: Publicly posted

Describe your wall

Photos of the wall

Wall length (in meters)

● DETERMINE YOUR MONTHLY LEASE FEE BASED ON YOUR GALLERY'S EXPENSES USING THE ONLINE SIMULATOR*

Monthly rent	<input style="width: 80%;" type="text"/>	€
Monthly labor cost	<input style="width: 80%;" type="text" value="0"/>	€
Monthly insurance cost	<input style="width: 80%;" type="text" value="0"/>	€
Total monthly costs	<input style="width: 80%;" type="text" value="0"/>	€
Sum of the length of the wall	<input style="width: 80%;" type="text" value="0"/>	€
Desired profit margin	<input style="width: 80%;" type="text" value="0"/>	%
Price per month per linear meter	<input style="width: 80%;" type="text" value="0"/>	€
<i>Price of 5 linear meters</i>		<i>0 €/month</i>

*PLEASE NOTE THAT THE PRICE PER MONTH/ LINEAR METER WILL BE THE BASIS FOR ANY DISCOUNT YOU MAY WANT TO PROPOSE TO THE GALLERY FELLOWS. YOU CAN MODIFY THIS PRICE AT ANY TIME

CREATE YOUR FELLOWSHIP OFFERS

YOU CAN CREATE 4 FELLOWSHIP OFFERS:

YOU CAN USE YOUR WALLS FOR MULTIPLE FELLOWSHIPS OFFERS . IF YOUR EXHIBITION WALLS ARE USED IN ONE FELLOWSHIP OFFER, THEIR STATUS WILL BE AUTOMATICALLY SWITCHED TO "UNAVAILABLE" FOR THE OTHER FELLOWSHIP OFFERS TAKING PLACE AT THE SAME TIME

▶ WALL LEASE

Schedule Offer	Start Date 11/16/2021 >	End Date 11/16/2021 >
Terms of proposal	Input Discount 0 %	0 €

LEASE WALLS WITH NO SPECIFIC PREREQUISITES:

- SPECIFY THE DATES: THERE CAN BE MULTIPLE ONES PER YEAR
- DEFINE THE DISCOUNT (IF APPLICABLE)

▶ WALL SWAP

Schedule Offer	Start Date 11/16/2021 >	End Date 11/16/2021 >
Monthly lease		

EXCHANGE WALLS WITH YOUR PEERS ALL AROUND THE WORLD:

- SELECT THE WALLS THAT YOU WISH TO SWAP
- SPECIFY THE DATES: THERE CAN BE MULTIPLE ONES PER YEAR

▶ CO-HOST EXHIBITION

Project title	<input type="text"/>	
Project Description	<input type="text" value="Where, what, how, why, whom"/>	
Number of walls per participant	<input type="text"/>	
Min length of wall per participant	<input type="text"/>	
Schedule Offer	Start Date	End Date
	<input style="width: 100px;" type="text" value="11/16/2021"/>	<input style="width: 100px;" type="text" value="11/16/2021"/>
Terms of proposal	Input Discount	
	<input style="width: 100px;" type="text"/>	% 0 €
Apply offer to other walls	<input type="text"/>	
Share marketing spending		
Share Marketing budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Muse Square media budget	<input type="text"/>	

HOST CO-HOST EXHIBITIONS IN COORDINATION WITH GALLERY PEERS:

- SPECIFY THE NAME OF THE EVENT
- DETAIL THE PROJECT
- SPECIFY THE NUMBER OF WALLS MADE AVAILABLE TO GALLERY APPLICANTS
- SPECIFY THE DATES OF THE EVENT
- DEFINE THE DISCOUNT (IF APPLICABLE)
- PROPOSE TO SHARE MARKETING SPENDING

IF YOUR GALLERY RECEIVES AN INVITATION TO HOST AN EXHIBITION, YOU WILL HAVE THE CHOICE TO "ACCEPT" OR "DECLINE" TO HOST THE EXHIBITION AS IT IS SET UP.

IF YOU CLICK ON "ACCEPT", YOUR GALLERY WALLS WILL BE LISTED ACCORDINGLY IN YOUR FELLOWSHIP OFFER PAGE. A NEW "CO-HOST EXHIBITION" TAB WILL APPEAR, WITH THE TERMS OF THE PROJECT PROPOSAL YOU HAVE ACCEPTED

CALLS FOR PROJECT

Criteria

Number of walls per participant

Schedule Offer

Start Date >

End Date >

Input Discount

Terms of proposal % **0 €**

Apply offer to other walls

IF YOU WANT TO INVITE FELLOW GALLERIES TO EXHIBIT IN YOUR GALLERY ON SPECIFIC THEMES AND TECHNIQUES, PROCEED AS FOLLOWS:

- SPECIFY THE EXHIBITION CRITERIA: SUCH AS THE PROJECT THEME, SPECIALTY AND CONCEPT
- SPECIFY THE DATES: YOU CAN SET MULTIPLE EVENTS PER YEAR
- DEFINE THE FINANCIAL TERMS: HOW MUCH DO YOU WANT TO CHARGE THE GALLERY FELLOW

LASTLY, SHARE YOUR OFFERS

BY DEFAULT, THE OFFER IS PUBLISHED ON THE DESTINATION PAGE. YOU CAN ALSO INVITE SPECIFIC RECIPIENTS BY EMAIL

Share the offer

Share with target audience

Location

Specialty ▼

Affiliation

Invite Specific Recipients Yes No

**OUR CUSTOMER SUCCESS TEAM IS
AVAILABLE TO ASSIST YOU!**



IF YOU HAVE ANY QUESTIONS OR INQUIRIES , DO NOT
HESITATE TO CONTACT OUR CUSTOMER SUCCESS TEAM

[CONTACT US](#)

