

## Exhibitor Agreement Letter

Dear \_\_\_\_\_,

As noted, your application for an exhibition at Umbrella Studio Contemporary Arts (Umbrella) has been successful. You will find the dates and details for your exhibition below. Please also find attached a consignment agreement that all exhibitors will need to complete during or prior to the exhibition installation. This includes a note that exhibitors (including individual artists exhibiting in group exhibitions) must be financial members of Umbrella for the duration of the exhibition. Please join or renew your membership with an Umbrella staff member or log in then add membership to your cart here:

[www.umbrella.org.au/product/membership](http://www.umbrella.org.au/product/membership)

### Exhibition Dates and Details

Primary exhibitor *	
Additional exhibitors *	
Exhibition title	
Exhibitor/s fee total	N/A
Gallery space **	
Installation	
Opening launch	
Exhibition dates	
Suggested floortalk ***	
Workshop ***	
Exhibition demount	

\* The primary exhibitor will be the main liaison and point of contact with gallery staff. Additional exhibitors if applicable.

\*\* The flexibility of Umbrella's gallery spaces enables us to work with artists to best show their bodies of artwork. Umbrella's Director and Gallery Manager will consider the materiality of the artwork and ambient light, along with the other exhibitions on display during the exhibition dates. The exhibition layout and larger configuration of the space will be devised during your exhibition consultation session with the Director and Gallery Manager. If you anticipate exhibition design preferences, please send your requests in advance. Depending on Umbrella's requirements, a moveable wall (4m long x 1m wide x 2.4m high) may also potentially be shared (when available) between the two large / medium space exhibitors).

\*\*\* The suggested floortalk / workshop programs are generally prioritised toward exhibitors in the large and medium gallery spaces. The dates and details are flexible and should be discussed further with the Gallery Manager.

Please also note that while the above dates are intended to be definite, some minor changes for openings, installs, etc may be made by Umbrella to account for changes to governmental COVID-19 regulations or other unavoidable clashes.

Umbrella recently introduced a consultation meeting process for exhibitors who have been offered a large or medium gallery space. This could be in the early stages prior to making a large new body of work, to help shape the direction of the exhibition. We recommend that this session occur no later than one month before your exhibition, in which case the conversation would be more around options for editing the selection of works to be displayed at Umbrella. Please contact Director Kate O'Hara to organise your 1hr consultation session: [director@umbrella.org.au](mailto:director@umbrella.org.au). Please also contact Gallery Manager Daniel Qualischefski in advance to arrange a meeting to discuss options and approaches for the exhibition design: [daniel@umbrella.org.au](mailto:daniel@umbrella.org.au). The table overleaf outlines key dates for Umbrella's promotions. All exhibitions receive an event listing on Umbrella's website, so these deadlines help us to release our annual program in advance.

**Exhibitor Promotional Information / Deadlines**

Item	Required tasks & details	Deadline
Title / Dates	Confirm your exhibition title & dates as above	
Images	Provide 2-3 images of artworks <i>that will be included in your exhibition</i> or contact us to discuss. Each image must be clearly titled and accompanied by full credit details as follows: Artist name, <i>Artwork Title</i> , Year, Medium, Dimensions h x w x d (in cm), Photographer credit (if applicable). [e.g. Joanne Bloggs, <i>Purple Rain</i> , 2019, Oil on canvas, 80 x 50cm, Photographer: Joseph Bloggs.]	
Brief exhibition description	TBC	
Text	Confirm or provide changes to the short exhibition description (above) for your exhibition. This has been drafted for promotional material.	
Invitation & Catalogue *	Provide full details for invitation & catalogue - images, image credits, short invitation text (generally the short description as above), catalogue text, etc	<b>5 weeks prior to installation</b>
Meeting/s	Contact Umbrella's Gallery Manager to arrange a time/s to meet (or discuss via phone) details for the exhibition including exhibition design and promo material.	<b>6-8 weeks prior to installation</b>
Additional requirements	Please check <a href="http://www.umbrella.org.au/about/exhibition-proposals/">www.umbrella.org.au/about/exhibition-proposals/</a> for updated gallery requirements and details as they become available.	

\* Large and medium space exhibitions receive additional third-party promotion including listings in art journals where possible. Exhibitors in Umbrella's large gallery space (that also receive an exhibitors' fee) receive a free gallery-designed and commercially-printed catalogue and invitation. Unpaid exhibitors in Umbrella's large or medium gallery spaces may pay for the printing of a gallery-designed invitation and catalogue if requested (with notice at least 6 weeks prior to install).

If you agree to the dates and details outlined above, and those listed in the attached consignment agreement, **please sign below and email a scanned copy to [daniel@umbrella.org.au](mailto:daniel@umbrella.org.au) by 5pm Friday 19 February 2021**, or contact us with any questions or concerns. Please also let us know if your contact details change. We look forward to working with you.

Warm regards,

**Exhibitor Agreement**

I accept this updated exhibition agreement on behalf of myself (and all other exhibitors if applicable), and agree to the terms and conditions noted, including those pertaining to this exhibition in the provided consignment agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date