





## **Submission Guidelines**

An application to exhibit in the Stairway space can be made at any time during the year.

The exhibition space is available for a period of 8 weeks.

Please ensure you include the following in your Exhibition Proposal when you submit it for assessment:

- Completed Application Form
- Completed floor plan with indication of required space and artwork placement
- Cover letter that briefly outlines key points from proposal
- A current CV and brief artist biography (no more than two A4 pages in total).
- Visual support material: 5 images each clearly identified as previous work indicative of work proposed for exhibition and 5 images each clearly identified as work proposed for exhibition: in-progress images/sketches or completed work. Slides, photographs, sketches, jpg files are accepted however Umbrella Studios encourages visual support material to be presented in a power point file, each image clearly labeled with artist's name, artwork's title, year completed, mediums, scale. Visual support material should also be accompanied with a hard copy listing of each artwork's details
- Other support material
- Stamped self addressed envelope for the return of support material and unsuccessful applications

### **The Stairway**

The Stairway is especially suited to 3 dimensional and installation works that can hang from the dual tracks in the ceiling.

The dimensions are:

Ceiling space:	8 square metres 5.460 m x 1.5 m
Hanging rail:	750cm wide
Hanging rail (under window):	1.5 running metres
Hanging rail height from floor:	1.5 metres
Hanging weight:	30kg per rail
Hanging:	Pulley system
Walls:	Masonry walls
Ceiling:	Skylight
Lighting:	Skylight
Ceiling height:	5.90 metres
Steps	12
Steps colour	Black & white

Top landing	1.5 m wide x 85 cm long
Bottom floor	1.5 m wide x 5.460 (including under steps)

### **Stairway – Terms of Use**

Artists exhibiting in the Stairwell are responsible for all costs associated with the presentation of the exhibition including:

- The hire or purchase of any specialised display equipment
- An artists fee of \$50 is available upon request to assist with the exhibition

Also note that if your work is selected, it is a requirement that you become an Umbrella Member to exhibit.

Please submit your completed Exhibition Proposal to:

**Umbrella Studio Association Inc.**  
**PO Box 2394**  
**Townsville**  
**QLD 4810**