

UPSTAIRS

Artist/Gallery Exhibition Agreement

UPSTAIRS is a pop-up Gallery and Exhibition space within the offices of HRI Architects Ltd. UPSTAIRS is a brand name only. Accordingly, this agreement is made between the Artist and HRI Architects Ltd.

1. This agreement relates to Exhibitions being mounted by the Artist in the UPSTAIRS Gallery at 62 Academy St Inverness IV1 1LP.
2. UPSTAIRS generally provides exhibition space and public access during defined weekday hours (10-4pm) on a (generally) monthly basis.
3. Artworks in any medium will be considered, including painting, print, photography, sculpture, jewellery, mixed media and applied arts.
4. Any offer of Exhibition space will be subject to agreement on dates. UPSTAIRS reserves the right to alter, amend or cancel exhibitions if necessary due to any unforeseen matter or events out-with the control of UPSTAIRS.
5. The Artist will be responsible for hanging, mounting, framing and displaying work. Access for Exhibition set-up and removal out-with working hours (*am-5.30pm) is preferred and can generally be arranged, by agreement.
6. The Artists will be responsible for removing work timeously at the end of the agreed exhibition period; UPSTAIRS cannot store work.
7. UPSTAIRS will not be liable for packing, unpacking or the safety/security of work in transit to from the premises.
8. Insurance of work to/from UPSTAIRS will be the sole liability of the Artist.
9. UPSTAIRS will be liable for insurance of work in the gallery during the exhibition period. Insurance will cover accidental damage and/or total loss by fire or other event. Policy copy available on request.
10. Insurance for loss or damage to any individual piece will be subject to a maximum value of £750.00.
11. UPSTAIRS does not offer monitored or security protected space so loss by theft will not be covered.
12. Exhibition space may be offered on a Sole Artist basis or as a contributor to a Group Exhibition. In the latter case, UPSTAIRS will make Artists aware of the group proposal, for agreement or refusal. If a Group Exhibition is proposed, UPSTAIRS will facilitate a meeting in the gallery of the artists proposed and agreement on hanging, space allowances and all related matters will be entirely between the participating artists.
13. The Artist will be responsible for providing any/all necessary labelling, explanatory or other supporting material, CV details etc. UPSTAIRS branding may be applied to printed material.
14. Use of the exhibition space is flexible and UPSTAIRS will seek to accommodate any reasonable requirement of the Artist; however, UPSTAIRS reserves the right to limit or refuse specific requests which may be deemed incompatible with the day to day use of the gallery space.
15. UPSTAIRS will endeavour to run the Exhibition between the dates agreed but reserves the right to alter, amend or cancel

Openings / previews

16. Any private view, opening reception or similar organised publicity or event proposed by the Artist can generally be accommodated by agreement with UPSTAIRS; the whole cost of any such event will be borne by the Artist.

Sales of Work

17. The Artist can offer work for sale; full details of VAT inclusive price, availability and other matters must be provided by the Artist to UPSTAIRS for inclusion in exhibition material.
18. UPSTAIRS will not process any sales; acceptance of sale and payment are matters entirely between the Artist and buyer(s).

19. UPSTAIRS administrative staff will take details of buyers expressing interest in works, will note work as reserved at the request of buyers, and pass details to the Artist.
20. UPSTAIRS will not generally permit removal of any sold work from an exhibition until the end of the exhibition run and in any event, without the express consent of the Artist.
21. Reservation stickers will be placed on items sold once a sale has been confirmed by the Artist to UPSTAIRS.
22. At the end of the exhibition period a payment of **15%** commission on sold items, per item, will be payable by the Artist to HRI Architects Ltd. Such payment to be made not later than 14 days following the closure of the exhibition.

Copyright/Publicity

23. Copyright of all works will remain with the Artist. UPSTAIRS may request permission from artists to photograph work for publicity / website / PR etc. purposes only.
24. UPSTAIRS will seek to publicise Exhibitions in advance to local media, specific websites and social media outlets. UPSTAIRS will generally incorporate PR material and/or imagery supplied by the Artist in such releases. However, UPSTAIRS does not undertake to ensure or guarantee such coverage.
25. Any/all publicity for or arising from individual exhibitions invited or generated by UPSTAIRS, the Artist or others will credit UPSTAIRS.
26. The Artist is required to sign this Exhibition Agreement the requirements noted above, on confirmation of the offer of an Exhibition and prior to the commencement of the Exhibition period.

AGREEMENT

The parties accept and agree the requirements and liabilities / exclusions noted above.

Exhibition:

Exhibition dates (inclusive):

Artist:

For HRI|Munro Architecture / UPSTAIRS:

Date:

Application form for submission of work to UPSTAIRS Gallery	
Name:	
Address:	
E-mail:	
Website: (If applicable)	
Telephone Number: Mobile Number:	
Bio: A brief description of the Artist, his/her work and medium used, i.e. paintings, small sculptures, or photographic images. Note: If the Artist's website already covers this information, then reference to the Website will be sufficient.	
Notes: <ol style="list-style-type: none"> 1. In the first instance, please e-mail this completed form as an attachment to: jayne@hri-architects.com Jayne will co-ordinate the interface between the Artist and HRI Architects. Alternatively, send the form to: FAO: Jayne Austin, c/o HRI Munro architecture, 62 Academy Street, Inverness, IV1 1LP. 2. If the Artist does not have a website giving examples of work to be submitted, please provide no more than two pictures in jpeg format, no larger than 5MB, via e-mail or Dropbox/Wetransfer to be used for information purposes only. 3. HRI Architects will notify the Artist within two weeks of receipt of the application form by e-mail; one if the application has been accepted, and dates allocated for work to be displayed. 4. Please ensure, in the first instance, all Artists refer to the pdf enclosed with this website, giving precise measurements and layout of the display area, to ensure compatibility of Artist's work with the space being offered for display. 5. Any queries should be e-mailed to: jayne@hri-architects.com 	
We look forward to working with you to promote your Art to a wider audience!	