# Information Services

Templeman Exhibitions: Proposal Form

## Scope

Proposals for Templeman Exhibitions are welcome. We encourage exhibitions and installations that can

* Spread awareness of University output, including research, collections and teaching
* Raise awareness of activities undertaken by members of the university community
* Foster a culture of innovation and strengthen links with local schools, colleges and communities

Please fill in the following information and send to **templemanexhibitions@kent.ac.uk**with a maximum of 5 images (300kb max, jpg or pdf) for consideration by the Templeman Exhibitions Panel. Please note the panel meets termly; receipt of your application will be acknowledged but you may have to wait up to four months to learn whether or not your proposal has been successful.

**CURRENT DEADLINE FOR PROPOSAL SUBMISSION: 09:00 16th SEPTEMBER 2016**

**About you**

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Please tick the box which applies to you:** | **University of Kent student** [ ] **University of Kent staff** [ ] **University of Kent alumni** [ ] **Please tell us to which faculty and school you belong:** **External to the University of Kent** [ ] **Please tell us more about yourself and how you heard about the Templeman Exhibitions Gallery:**    |
| **Do you have any previous exhibition experience? You may attach a CV if you prefer.** |  |

**About your exhibition proposal**

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| **Working title of exhibition or display:** |  |
| **Please indicate in which space(s) you would like to exhibit:** | **The Gallery, Templeman Library** [ ] **Other** (the panel are willing to consider other spaces on application. Please give details.) [ ]   |
| **Please give proposed dates for your exhibition.****Please note: there may be up to a two year lead time for exhibitions in The Gallery. Exhibitions and displays in any part of the Templeman Library will normally last for a maximum of two months.** |  |
| **Please outline your proposal including:****A brief explanation of the concept of your exhibition; the medium/media of your work(s); approximate dimension of your work(s); any hanging or installation requirements.** **Please also include how it relates to the Scope of the Templeman Exhibitions laid out at the beginning of this document.** **(max. 500 words)** |  |
| **Please describe any design/presentation/interpretation techniques you will use (e.g., labels, audio guides, video guides, handouts).** |  |
| **How do you plan to manage the technical aspects of your exhibition, for example the installation/hanging?** |  |
| **Please describe any associated events and activities that your exhibition ties in with (e.g., anniversaries or conferences).** |  |
| **Have you got an indicative budget for your exhibition and how do you plan to fund it?** |  |
| **Please indicate you have read, understood and accepted the following Terms of Agreement for Exhibitors.** | [ ]  |

**Terms and Conditions for Exhibitors**

1. Exhibitors are responsible for the hanging/installation of the work(s). It is not normally possible to put fixings in the walls but exhibitors may make use of the hanging system in The Gallery for wall-based works. Assistance may be possible from the University Estates staff but exhibitors must ask for this assistance at least four months prior to the hanging and dismount of their exhibitions.
2. Where appropriate exhibitors are responsible for handling sales of their work. Information Services staff will be happy to refer enquiries. The University will not take commission on sales or charge for the use of exhibiting in the space.
3. The University cannot fund the production of works but may be able to endorse applications for additional funding. Limited resources may be available for hanging/installation but must be fully agreed by the point of the confirmation of the exhibition.
4. IS Publishing will help to publicise and launch the exhibition on its website and can provide support with publicity.
5. [Opening times](http://www.kent.ac.uk/library/templeman/opening.html) of exhibitions may vary according to the time of year and will be confirmed in advance.
6. Exhibitors are reminded that, during term time, the library will be open to staff and students 24 hours a day and is heavily used. The University of Kent’s Public Liability Insurance covers visitors to the University and the University of Kent’s Museum (Exhibits Only) Insurance covers works. IS staff will take care to minimise the risk of theft or damage to works but cannot invigilate any of the exhibition spaces.
7. The University has the right to film and take photographs of the exhibition for publicity online and in print, and for future reference.
8. The University reserves the right to end the exhibition with immediate effect if works are deemed to pose a safety risk or to impact negatively on users. Where necessary exhibitors must ensure they have permission to display works and that the works are not libellous, obscene or defamatory.
9. Exhibitors must agree to remove works by or on the date agreed with the University.