

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.

About you

Name:	
Email:	
Please tick the box which applies to you:	University of Kent student <input type="checkbox"/>
	University of Kent staff <input type="checkbox"/>
	University of Kent alumni <input type="checkbox"/>
	Please tell us to which faculty and school you belong:
Do you have any previous exhibition experience? You may attach a CV if you prefer.	External to the University of Kent <input type="checkbox"/> Please tell us more about yourself and how you heard about the Templeman Exhibitions Gallery:

About your exhibition proposal

Working title of exhibition or display:	
Please indicate in which space(s) you would like to exhibit:	The Gallery, Templeman Library <input type="checkbox"/>
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).	
Please indicate whether you wish to use the entire gallery space or one half.	
Do you plan to use any of the existing gallery facilities? This includes the wall cabinets (x3), table cabinets (x2), and wall projector.	

<p>Have you got an indicative budget for your exhibition and how do you plan to fund it?</p>	
<p>Please indicate you have read, understood and accepted the following Terms of Agreement for Exhibitors.</p>	<input type="checkbox"/>

Terms and Conditions for Exhibitors

1. Exhibitors are responsible for organising the hanging/installation of the work(s). If works are to be framed and hung the University of Kent Estates staff must be used. 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 from applicants, provided they have match funding from other sources, for installation/de-installation and making-good costs (provided the University of Kent Estates team is used). Any support from the University of Kent Information Services must be fully agreed by the point of the confirmation of the exhibition. A quote for assistance with installation and deinstallation can be obtained from <https://www.kent.ac.uk/estates/helpdesk/index.html?tab=rechargeable-works-price-request>.
4. IS Publishing will help to publicise and launch the exhibition on its website and can provide support with publicity.
5. [Opening times](#) 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.