

## **Brunei Gallery, SOAS** **Exhibition Proposal Details & Form**

**2016/17**

The Galleries in the Brunei Gallery are dedicated to showing work of and from Africa, Asia and the Middle East of both a historical and contemporary nature, through a programme of changing exhibitions. This is as part of the Gallery's aim to present and promote non-western art and culture. The Brunei Gallery is part of SOAS, the School of Oriental and African Studies (University of London), Europe's leading centre for the study of Africa, Asia and the Middle East.

The Galleries are a non-fee charging venue that is run normally as non-commercial exhibition space. However, should the intent be to sell artworks as part of the exhibition then the Gallery will charge a commission on works sold of up to 15%. Conditions will apply to the presentation/display of works for sale.

Rather than charge a rate for use of the Galleries space this is provided for free to projects selected by the Brunei Gallery Advisory Panel with the Lender/Proposer asked to cover the additional costs of any requirements of the exhibition which may apply as those shown on page 3 of this form outlining areas of responsibility. This provides the Lender/Proposer with complete flexibility as to the final budget of the exhibition.

The Gallery exhibits work that is of academic significance as well as artistic merit and interest. Therefore when submitting an initial proposal please provide a brief outline as to the academic relevance, context and key themes of your project. Before submitting a proposal, you are advised to visit the Brunei Gallery or view the website and look at the type of exhibitions shown. Please note that the work of a single artist is not normally exhibited within the main Galleries\*, preference being given to the exhibitions that display a wider selection of work within any given theme.

An exhibition proposal would be reviewed by the Brunei Gallery Management Group and if the proposal is suitable within our remit to be shown at the Gallery you may be requested to submit further details if required, for consideration by the Brunei Gallery Advisory Panel. The Panel meets once a term having the final say on whether an exhibition is appropriate, and how it may fit into the current exhibition programme.

\* Please note the Rear Gallery on the Ground Floor (Foyle Special Collections Gallery) is not available for exhibitions as this houses a permanent display of a rotating selection of SOAS's own Collections.

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**When submitting a proposal it is essential to provide detailed information regarding the content, context and size of the exhibition. Please list as fully as possible the works/ loans for display in the exhibition. In the case of loans, please indicate whether the lender has consented to the loan or whether they have still to be approached.**

**Exhibition space is offered in 3 month slots only: Jan-Mar, April-June, July-Sept and Oct-Dec, included in this is the installation and takedown periods required.**

**Please provide a selection of visual examples with captions of the work to be exhibited either hard copy such as photographs or a catalogue or in electronic format as either PDF or JPEG with your proposal form. Where requested, these will be returned. Regrettably the curatorial panel are unable to accommodate submissions which only supply a website address. Return all completed Provisional Exhibition Proposal Forms, with any additional supporting information to:**

**Joy Onyejiako  
Exhibitions Office  
Brunei Gallery, SOAS  
University of London  
Russell Square  
London, WC1H 0XG**

**T. 020 7898 4915  
F. 020 7898 4259  
E: [gallery@soas.ac.uk](mailto:gallery@soas.ac.uk)  
W. [www.soas.ac.uk/gallery](http://www.soas.ac.uk/gallery)**

## **The Gallery provides and is responsible for:**

- The use of exhibition space with options on which gallery is to be used within *The Galleries* facility of the building. Additional areas of the building are periodically used to display other material and, as such exhibitions may be run concurrently.
- Making good of exhibition space, walls and surfaces prior to and after any installation, to the standard required for work to be displayed. The only exception to this being when a project/exhibition has made colour, material or structural alterations for the purpose of display. In such instances, that project/exhibitions organiser is required to meet additional costs for return of the space, as necessary.
- Access to and full use of all existing display equipment; cases; plinths; formers, cradles, mounts and stands; AV equipment; environmental controls and lighting facilities, listed on a separate sheet.
- Practical support and assistance from Gallery staff with design and layout; installation of work; preparation of materials; condition reports. Within the limits of existing in-house equipment and staff.
- The Gallery's own installation technicians for up to ten working days during the Gallery's normal working hours Monday to Friday, not including weekends.
- Assistance with the unpacking of works, on site storage of packing materials and crates, and packing of works at the end of the exhibition (within the practical constraints of available staff and storage space).
- Establish an agreement with the Lender/proposer on final layout and positioning of work, having final say should any work be considered potentially controversial within the setting of the School.
- Standard levels of security and the daily running of the exhibition for the opening hours of Tuesday to Saturday 10.30 to 17.00, Thursday 10.30 to 20.00, closed Sunday and Monday. Ensuring free public access to the materials exhibited.
- Maintaining environmental controls of temperature, Relative Humidity and lighting levels as required by the exhibition.
- Use of both The School and Brunei Gallery names for publicity and association with our profile as a central London venue. Retaining total control and final say over any and all use and association of the names. As part of this preparing press releases for the project and distributing this to media, art contacts and updating art websites, also inclusion of the exhibition and details of any accompanying events on the SOAS website and social media.
- Providing use and controlled access to the Gallery's existing mailing, press and associated institution lists and data bases for publicity purposes.
- If required, the Gallery can assist advising and with the choice of possible suppliers including printing, graphic and design firms to use, advising on alternative formats and mediums available. The Gallery does have some simple in-house printing and mounting of text and labels facilities, the cost of these are available upon request.
- The School and Gallery cannot support financially, but can be consulted and advise on, various aspects of the proposed exhibition including: Government Indemnity and commercial insurance; transport; design and layout; signage and labelling; aspects of preventative conservation; environmental and display conditions; security; publicity and marketing; student/school/outreach and educational activities including groups and related associations.

## **The Lender/Proposer is to cover and be responsible for:**

- The cost of transport and packing of all exhibits and additional or supporting equipment to and from the Gallery. A comprehensive list and schedule of which must be supplied to/agreed with the Gallery prior to delivery.
- Securing and taking responsibility for any Loan Agreements required, which the School and Gallery in turn will support as the displaying venue.
- Any and all costs incurred as part of a Loan Agreement. Providing the Gallery with a full list of all public and private lenders involved prior to the exhibition.
- Reaching an agreement with the Gallery on any final layout/design for the exhibition installation.
- Any costs for additional materials for display required in mounting, framing and installation of all works, which the Gallery cannot already supply. This includes any specialist equipment or mounts required by the exhibits, which the Gallery does not already have.
- The cost of any additional outside technicians or specialists required for installation, conservation and display requirements of exhibits, outside of existing Gallery staff.
- Any and all costs incurred by works and supporting material, for the exhibition, arriving at an unreasonable time, thus making full installation within normal working hours impossible.
- The cost for the production of any and all printed material relating to the exhibition, including leaflets, guides, posters, hand-outs, catalogues and associated publications. The Gallery requires advanced sight of all proofs of printed material produced specifically for the exhibition. This is not requesting or exerting an editorial control, it is to purely to ensure correct and appropriate usage of the SOAS and Brunei Gallery names.
- All material produced for marketing, press publicity and advertising costs. The Gallery can assist in a purely advisory capacity in this area.
- Full cost of insurance for the exhibition, both in transit and whilst at the Gallery. If the Lender/Proposer does not have their own insurance it is possible to obtain this through SOAS, using their Broker. The Lender/proposer should establish whether National Indemnity can be sought or whether commercial insurance is sufficient. Please bear in mind that three months and one week's notice is required for an Indemnity application, taking into account the minimum liability clause for National Indemnity. The Gallery can advise on aspects of this.
- Any costs required by having additional opening days and times, outside of the Gallery's standard opening hours of Tuesday to Saturday 10.30 - 17.00, Thursdays 10.30 – 20.00.
- All costs of any receptions or private views for the exhibition, including room hire and catering. The Gallery can advise and assist in the physical administration of such events, with the School providing, at no cost, the use of a suitable space for a reception on the opening night or first private view only. As part of SOAS, all catering arrangements for receptions and events must be booked through the School Conference Office - using the designated catering firm Elixir.
- The exhibitor/lender/proposer is required to give a minimum of 3 months' notice of cancellation of the exhibition. Where due notice is not provided, a fee may be charged to cover any costs that have been incurred.

## **Brunei Gallery, SOAS Provisional Exhibition Proposal Form**

**Name of Lender/Proposer:**

**Address:**

**Telephone:**

**Email:**

**Title/Working Title of Exhibition:**

**Brief Description/Subtitle:** (300 words max. continue on a new sheet if necessary)

**Exhibition Content and Source:** (number of works, size, format, media etc)

**Special Display Requirements:**

(eg. Lighting levels, environment, temperature, display cases, AV equipment, mounts, cradles, security fittings etc...)

**Please indicate the support of any SOAS or non-SOAS academics/specialist:**

**Has the project/exhibition been shown before?** (If so, please give details of venue and dates)

**Please Indicate Exhibition Gallery/Space Required:**

(Please see accompanying floor plans, the 1<sup>st</sup> floor is only suitable for two dimensional wall mounted work)

1<sup>st</sup> Floor Photography Space     Ground Floor Front Gallery     Lower level Gallery

**Proposed Dates for Exhibition:** (Please indicate if any specific reason or event e.g. national festival)

**Proposed Total Budget for Exhibition (approx.):**

**Proposed Source of Finance/Sponsorship for Exhibition:**

(eg. Self-funded, Corporate sponsorship, Arts funding to be sought etc  
...please name where possible)