

## **Exhibition Agreement**

**Name of Exhibitor:**

**Title of Exhibition:**

**Exhibition dates:**

**SOAS Library welcomes exhibitions and displays in the Wolfson Gallery space. All Exhibitors are asked to agree to the following conditions.**

- I understand and accept that the Gallery is not suitable for exhibitions requiring fully open access to the general public, or for displaying valuable, vulnerable or irreplaceable items.
- All items exhibited have been insured by the Exhibitor/ are displayed at the Exhibitor's own risk. The Exhibitor will cover the full costs of insurance for the exhibition, both in transit and whilst at the Gallery.
- The Exhibitor is responsible for the set-up of the exhibition and for the removal of the exhibits at the conclusion of the exhibition.
- The set up for the exhibition will start on .....and, following the conclusion of the exhibition, the exhibits will be removed on .....
- The exhibition will not be used for any commercial purpose, including the sale of items on display in the exhibition itself.
- Every item put on display in the Wolfson Gallery will have a caption provided for it, which will be displayed next to the piece it specially relates to.
- Items on display in the Wolfson Gallery must use the hanging wire system. Images cannot be fixed directly to the wall
- If the exhibition is deemed to be unsuitable by the SOAS Library Operations Committee for any reason, or to have contravened the terms and conditions of the Exhibition Proposal and Agreement, or to impugn the reputation of the School in any way, the Exhibitor must dismantle and remove the exhibition immediately, or pay the costs for the School to dismantle the exhibition on their behalf.



- I understand and accept that the Library Operations Group will have final say over layout and positioning of work, particularly in any instances which may be considered potentially controversial within the setting of the School.
- I undertake to make good the exhibition space, walls and surfaces after any installation, to the standard required by the School, and to cover any costs this may incur.
- I undertake to cover the cost of transport and packing of all exhibits and additional or supporting equipment to and from the Wolfson Gallery. I will supply a comprehensive list and schedule to the Wolfson Gallery Committee prior to delivery.
- I will cover the costs for additional materials that may be 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.
- I will cover the cost of any technicians or specialists required for installation, conservation and display requirements of exhibits.
- I will cover the cost for the production of any and all printed material relating to the exhibition, including leaflets, guides, posters, handouts, catalogues and associated publications, and all material produced for marketing, press, publicity and advertising costs. The Gallery requires advanced sight of all proofs of printed material produced specifically for this exhibition.
- I understand and accept that the Wolfson Gallery, has the right to use the works and images exhibited in the Gallery for promotional purposes. As well as keeping these images for posterity on the Wolfson Gallery website and image bank.

Signed: ..... (on behalf of the Exhibitor)

..... Date: .....  
(print name)

Signed:..... (on behalf of SOAS Library)

..... Date:.....  
(print name)

