

## **Guidance for Exhibitors in the Wolfson Gallery**

- Exhibitions held in the Wolfson Gallery will relate to regions and subjects studied at the School, activities undertaken by staff and students at SOAS, or to libraries and archives in general. Exhibitions are curated either by current staff members or students at SOAS.
- All requests for exhibitions are submitted in the first instance for consideration by the Library Operations Group, using the email address [wolfsongallery@soas.ac.uk](mailto:wolfsongallery@soas.ac.uk) and completing the [Wolfson Gallery Proposal Form](#). The Library Operations Group will consider the request and respond not later than 30 working days from the date of receipt of the request. All requests are considered in the order that they are received. Requests may be turned down with no further correspondence entered into.
- There are no display cases or plinths provided and, as the Gallery is located inside the Library, it is usually only accessible to SOAS Library card holders. The Gallery is therefore not suitable for exhibitions requiring fully open access to the general public, or for displaying valuable, vulnerable or irreplaceable items.
- Items on display at the Wolfson Gallery must use the hanging wire system provided free of charge by the Library further details can be found on [Guidance to the Hanging Wire System](#). Images cannot be fixed directly to the wall. Exhibitions must make arrangements to hang and display all items. Library staff are not available to assist.
- Any items exhibited must be insured by the Exhibitor or displayed at the Exhibitor's own risk.
- The Gallery cannot be used for commercial exhibitions, including the sale of items on display in the exhibition itself.
- Due to the location of the Wolfson Gallery, there are particular sensitivities that need to be factored into any exhibition put on display there. All items that the Exhibitor wishes to display in the Wolfson Gallery must be submitted for approval prior to final agreement for the exhibition to go ahead. The Library Operations Group reserves the right to veto any deemed unsuitable for display in the Wolfson Gallery.
- Context is particularly important for any item put on display in the Wolfson gallery. All items must be accompanied by individual captions displayed next to the article concerned. Although you may provide a separate handlist of captions for viewers to read if you wish, this must be in addition to, and not instead of, individual captions placed next to the display items.
- If the exhibition is deemed to be unsuitable by the Library Operations Group 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.



**The Exhibitor will cover all costs and be responsible for the following:**

- Agreeing to all provisions in the Agreement document and signing this before the exhibition is set up.
- Setting up and dismantling the exhibition on agreed dates before and after the publicised dates of the exhibition. The School cannot offer any storage space for materials, so it is the responsibility of the Exhibitor to make any necessary arrangements.
- Making good the exhibition space, walls and surfaces after any installation, to the standard required by the School. While the School will be responsible for arranging for this work to be carried out, the event organiser will be required to meet any costs that may be incurred for this.
- The cost of transport and packing of all exhibits and additional or supporting equipment to and from the Wolfson Gallery. A comprehensive list and schedule must be supplied to/agreed with the Library Operations Group prior to delivery.
- Reaching an agreement with the Library Operations Group 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 technicians or specialists required for installation, conservation and display requirements of exhibits.
- The cost for the production of any and all printed material relating to the exhibition, including leaflets, guides, posters, handouts, catalogues and associated publications. The Gallery requires advanced sight of all proofs of printed material produced specifically for this exhibition.
- All material produced for marketing, press publicity and advertising costs.
- Full cost of insurance for the exhibition, both in transit and whilst at the Gallery.
- All costs of any receptions or private views for the exhibition, including room hire and catering. If the Exhibitor wishes to hold such an event at SOAS, this must be booked through the School Conference Office. Use of SOAS venues is conditional on all catering arrangements being made using the designated catering firm Elixir.
- There is a rail hanging system for photographic displays in the Wolfson Gallery.
- All press and publicity relating to the exhibition must be directed to the School Marketing and Communications Office for approval in the first instance.

