



## Guidelines for Exhibition Proposers

- 1 All proposers are required to comply with these guidelines should their exhibition or display be taken forward. Any proposer who does not do so will be charged for damage or costs incurred and may be banned from making further applications.
- 2 All proposers are required to comply with Museums and Cultural Programmes team's Interpretation Guidelines should their exhibition or display be taken forward. These will be shared by the team at the beginning of the exhibition-making process.
- 3 Exhibition and display proposers must agree to use the display systems and infrastructure provided except by prior agreement. The Museums and Cultural Programmes team will provide guidance on these.
- 4 Whilst the UCL Museums and Cultural Programmes team are keen to collaborate and co-develop projects with others, they maintain editorial control over the exhibition or display and will have final sign-off on its content, interpretation, and marketing collateral. UCL Museums and Cultural Programmes will hold a risk register for sensitive issues and work with collaborators to ensure there is a process for reviewing queries or concerns.
- 5 All proposers must ensure they have adequate time to spend on co-developing their exhibition or display with the Museums and Cultural Programmes team, committing to a series of (at least) fortnightly workshops and meetings in the lead up. Any proposer who does not do so will risk having their exhibition/display cancelled.
- 6 The Exhibitions team (Exhibitions Manager and Content Producer) are not responsible for organising, managing or funding events in relation to exhibitions, including private views. Octagon Gallery exhibitions will receive support for an accompanying public programme from the Museums and Cultural Programmes team's Programmes Manager. For all other events, UCL Room Bookings ([roombookings@ucl.ac.uk](mailto:roombookings@ucl.ac.uk)) can arrange catering and portering requirements on your behalf.
- 7 The UCL Museums and Cultural Programmes team cannot provide storage for content, packing or display materials either in advance of the exhibition or display's installation, or following its deinstallation.
- 8 UCL Museums and Cultural Programmes reserve the right to cancel a booking if the guidelines above are not adhered to and/or we believe exhibition/display content will harm UCL's reputation.