

Exhibition Application Guidelines

Hin Bus Depot

Application Requirements

- (a) Exhibition proposal must be submitted via HBD Exhibition Application Form (Google Form) at least 6 months before the proposed date of the exhibition.
- (b) Applicants are required to read and agree to the terms and conditions outlined in this HBD Exhibition Application Guidelines and HBD Exhibition Artist/Curator Agreement.
- (c) HBD will not be providing curatorial support. Extra consideration will be given to exhibition proposals that present a clear goal and a well-curated series or those with a curator / mediator working closely between the artist(s) and HBD.
- (d) Priority will be given to exhibition proposals that come with supporting programmes such as workshop, artist sharing, screening, etc.
- (e) Availability of slots is subject to prior bookings.

Application Timeline

Open call submission period	4 months
Shortlisting period	2 weeks
Interview shortlisted applicants	2 weeks
Announcement of selected applicants	2 weeks
Work on artworks + marketing period	3 months
Exhibition period	5 weeks

*full timeline will be provided for selected applicants

Exhibition Application Guidelines: 2 Stages

Stage 1: Exhibition Proposal Content Guidelines

(a) Proposed exhibition info

- Exhibition title
- Exhibition statement - up to 200 words
- Detailed exhibition proposal outlining concept and goal - up to 600 words
- Ideal exhibition dates - up to 5 weeks
- Space requirements: exhibition space / open / indoor / outdoor
- Grantees, partners and sponsors involved (if applicable)

(b) Proposed artist / curator info

- Portrait
- Artist/Curator bio - up to 200 words
- CV - list of past exhibitions
- Portfolio - artwork samples
- Contacts - Email, phone number
- Links to website, Instagram, Facebook
- Links to blogs, social media platforms, media coverage (if applicable)

(c) Proposed artwork info

- Artwork Medium, Size/Dimension, Approx retail price in RM, Artwork description (if applicable)

(d) Proposed budgeting

- Space rental
- Logistics
- Marketing printing
- Travel
- Accommodation
- Site installation and dismantling service
- Opening reception
- Others

(a) Proposed supporting programmes

- Type of supporting programme (artist sharing, workshop, performance, screening, presentation, etc)
- Brief info on what is your supporting programme about

Stage 2: Exhibition Confirmation Guidelines for Selected Applicants

(a) Marketing

- Any hashtag?
- Images and details for online marketing (instagram, insta story, fb, fb event, newsletter, artists' platforms)
- Types of offline marketing (flyer, poster, sticker, booklet, etc)
- Printing budget, by who
- Distribution location, by who, when

(b) Site installation and dismantling

- Logistics, site installation and dismantlement not provided by HBD
- Loading bay (if needed): date, time, which entrance
- How many days do you need for installing the exhibition
- Any special artwork set up requirements
- List of items needed for installation: ladder, nails, drill, etc
- List of items needed for exhibition: plinths, media player, extension, etc

(c) Opening night

- Usually on the first day of the exhibition
- Artist required to be present
- Any opening act?

(d) Supporting programmes

- Type of supporting programme (artist sharing, workshop, performance, screening, presentation, etc)
- Info about conductor, assistants (name, artist bio, email, phone number, instagram, website)
- Details (title, date, time, price, duration per session, kid-friendly?, requirements and expectations for participants, materials and tools needed, facilities and furniture needed, etc)

(e) Merchandise

- Product type (t-shirt, long sleeves, tote bags, limited art prints, etc)
- Details (title, description, material, size, quantity, editions, etc)
- Producer info (name, contact, soc med, etc)
- Budget allocation, split cost, income percentage, quantity
- Packaging, display presentation (paper bags, bubble wraps, frames, mounting board, etc)
- Selling location (other retail stores, collaborations, online?)
- Images of final products

Gallery Floor Plan



HIN BUS DEPOT.
www.hinbusdepot.com

— Wooden Panels
• Electrical Point

Note: Height listed of the display walls are up to hanging rails and not up to the ceiling. View photos of the Gallery [here](#).

***Terms and Conditions**

Space Rental and Deposit

(a) Standard rental fees of the Exhibition Space per exhibition are as follows:

- Weekday fee (Mon - Fri): RM200 per day
- Weekend fee (Sat - Sun): RM250 per day
- Monthly fee (includes up to 4 weekends): RM3,000 per month

(b) Payment is non-refundable. A commission of 10% will be collected from all sales including artworks, merchandise and supporting programme admission fees. HBD will provide the following:

1. Online marketing via monthly newsletter, website and social media platforms (Instagram, Facebook).
2. Sales and administration.
3. Distribute e-catalogue to database of buyers and collectors.
4. Storage space for artworks.

(c) HBD will not provide the following:

1. Gallery sitting.
2. Setup and dismantlement services.
3. Logistics.
4. Printing and production of promotional materials.
5. Copywriting and design services.
6. Sales and marketing planning.
7. Opening reception and refreshments.

(d) A deposit of RM500 is applicable to month-long exhibitions and RM200 for daily rates. The deposit will be returned within 30 days at the end of the dismantling period once it passes damage inspection.

(e) Rental charges including deposit must be paid fully at least 3 months before the exhibition start date.

(f) All payments can be made to Paradigm Realty Sdn Bhd, OCBC Bank account 7301167181, in cash, cheque or e-banking.



Artworks

- (a) HBD will not cover expenses for logistics, framing and production of artwork(s) unless agreed upon.
- (b) Artworks may be kept in the storage space up to 5 days before and after the exhibition period. Should there be a need to store the artworks longer than 5 days, please arrange with the Gallery Manager in advance.
- (c) HBD will not be responsible for the loss or condition of artworks that are not claimed after the specified storage period.

Loading Bay

- (a) Loading vehicles may access the venue via Hin Bus Depot parking lot within the Exhibition Space's operating hours.
- (b) No vehicles are allowed on the lawn without the consent from the Gallery Manager.
- (c) For alternative arrangements, please consult the Gallery Manager in advance.

Parking Lot

- (a) HBD's parking lot is open to the public and is free. Should there be a need to reserve parking spaces, please arrange with the Gallery Manager. This arrangement is subject to availability of the parking space.
- (b) Visitors may also utilise street parking around the vicinity and may opt for private parking spaces such as of Neo+ Hotel, GAMA Supermarket, Komtar, etc.

Site installation & Dismantling

- (a) The applicant is responsible for the cost of site installation and dismantling related to their exhibition. HBD may recommend site installation services upon request.
- (b) A complete layout of the exhibition and the list of furniture items required must be submitted at least 1 month before the exhibition opening.
- (c) Standard duration of site installation is 3 days long up till 1 day before the first day of the exhibition, depending on the availability of the space. Dismantling may begin on the final day of exhibition once the Exhibition Space closes. Site installation and dismantling hours should take place during the Gallery operating hours (Mon - Fri 12pm - 7pm, Sat - Sun 11am - 7pm). However, the hours may be extended from 10am - 10pm if necessary.



- (d) The Exhibition Space will not be accessible by visitors during the installation and dismantling period unless agreed upon.
- (e) Tools and artworks must be neatly placed during installation and dismantling for safety and security purposes.
- (f) Nails are allowed only on the wooden panels. Artworks against the original walls may only be hung from the railings and are advised to be framed or have a protective layer against the wall. Glue, double sided tapes or any materials that would stain or leave residue are not allowed to be used on all surfaces.
- (g) Paint works may be done inside or outside of the Exhibition Space on covered grounds. Protective layers can be provided by HBD. Only the wooden panels, mobile partitions and plinths may be painted on for the purpose of an exhibition. The base colour can be prepared by HBDt in 4 tones: white, black, light grey or dark grey. The Applicant shall be responsible if other colours required.
- (h) All surfaces must be cleared during dismantling.
- (i) All valuables must be monitored and kept safe at all times. HBD will not be responsible for any losses.

Marketing & Promotions

- (a) The complete and up-to-date exhibition information must be sent in at least 1 month before the opening for marketing purposes. This should include exhibition title, duration, exhibition description, press release, promotional collaterals, images of exhibiting artworks, artist bio, curator bio, information about sponsors or partners involved, etc.
- (b) General information about the exhibition will be posted on the monthly newsletter, social media platforms and website by HBD once information is submitted.
- (c) Press release, press invitation and email invitations shall be sent out by HBD at least between 1 week prior to the exhibition opening, unless agreed otherwise.
- (d) Artists and curators are encouraged to carry out marketing efforts via their own platforms as well.
- (e) Artists are encouraged to produce or collaborate on merchandise lines for the exhibition.



External Event Bookings

(a) Hin Bus Depot is a not-for-profit arts and events space that sustains itself from event rentals. These revenues are used to cover costs incurred such as water bills, electricity bills, physical maintenance and human resources.

(b) In any case that there are event bookings that require to use the Gallery as its entrance or activities, artists and curators should be notified in advance. Should it be possible for both exhibition and event to carry out, the layout of the exhibition may be compromised to a certain extent. This is subject to discussion between all parties. Priority is given to the safety of artworks.

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