

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 Stages

Stage 1: Proposal Content Guidelines

(a) Proposed artist / curator info

- 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)

(b) 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: gallery / open / indoor / outdoor
- Grantees, partners and sponsors involved (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) Site installation and dismantling

- Logistics and site installation 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

(b) Opening night

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

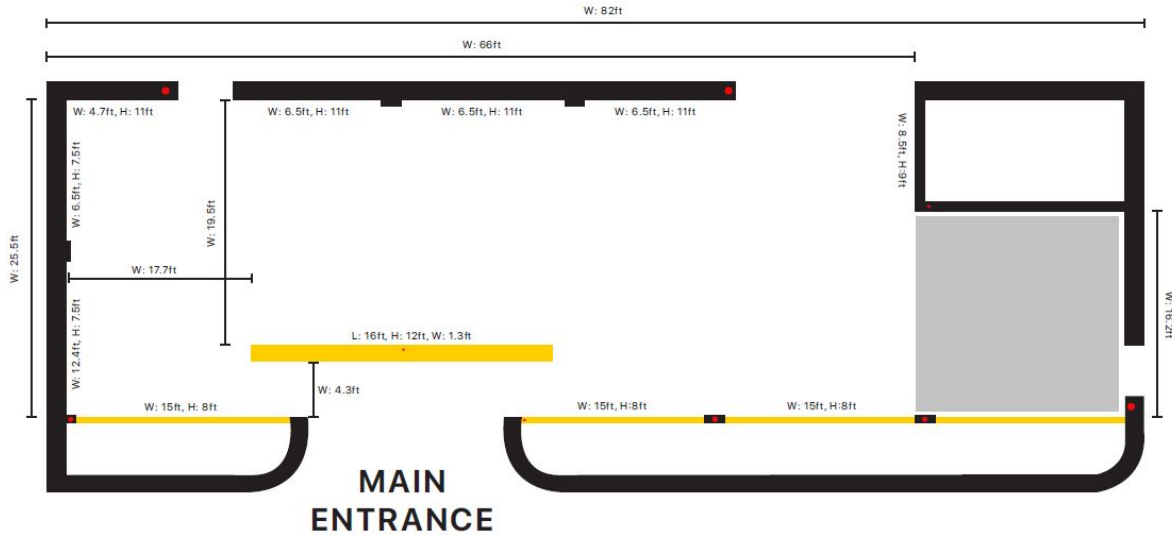
(c) Supporting programmes

- Type of supporting programme (artist sharing, workshop, performance, screening, presentation, etc)
- Info about conductor, assistants (name, artist bio, email, phone number, instagram, website)
- Title, Price, Duration per session, Date, Time, Kid-friendly?, Requirements and expectations for participants, Materials and tools needed, Facilities and furniture needed, etc.

(d) Merchandise

- Product type (t-shirt, long sleeves, tote bags, limited art prints, etc), Material, Size, Quantity
- Producer info
- Images

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](#).

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