PSP

Project Space Plus

**Booking Request Guideline**

**Please read this before you fill out the booking form**

**Project Space Plus** currently has three spaces available for exhibition: *The Main Gallery*, the *Link Corridor* and *The Nicola De Lay Haye Atrium Exhibiton Space* and the *Sculpture Terrace*. (Please see guide for further details and dimensions).

**Ethos**:

Project Space Plus provides a vibrant programme of curated exhibitions and projects that are interspersed with, ‘In Practice’, which offers staff and students the opportunity to test out new research or work in progress in a gallery context to put ideas in practice for a public audience.

**Insurance/liability/damage and risk assessment;**

Public liability insurance for the *Nicola De La Haye and Peter De Wint* buildings are provided by the University of Lincoln, but we are unable to insure individual artwork. Any work exhibitied must be at the exhibitor(s) own risk. Project Space Plus and the University of Lincoln cannot accept responsibility for any loss or damage whatsover. The exhibitor is to consider their own insurance where relevent, to cover loss or damage to their work as they see fit. Exhibitiors are required to fill out a risk assessment and checksheet in advance of start of booking period. (provided by Project Space Plus).

**Invigilation and cleaning:**

The exhibitor is responsible for supervision for the period of the booking and for leaving the booked space in a clean and tidy condition on vactaing. Exhibitors are also responsible to liaise directly with **University Security** in gaining access to the *Main Gallery* and/or *Peter De Wint main entrance doors* during the period of the booking.

**Promotion:**

The exhibitor is responsible for the production and distribution of posters and general publicity, **all materials of which must be approved by the committee before exhibition commences**. Given adequate time, circulation may also be made through the PSP Blog, Twitter and Instagram.

**Exhibition Displays:**

Exhibitors wishing to hold exhibitions should provide the committee with examples of work in the form of 2-6jpeg images and/or 60second wav file, and/or a PDF contact sheet. The committee reserves the right to refuse any work.

Exhibitions may be displayed on the walls. Exhibitors are responsible for the hanging, the display and the organisation of their work/s.

**Planning:**

PSP will provide you with a wall plan to help with the design of your exhibition layout and also a checksheet of ‘things to do’ in advance of exhibition set up.

**Cancellation of Booking:**

In the event that you need to cancel your booking, please notify Clementine Monro (address provided overleaf) as soon as possible.

If you wish to book the gallery for your exhibition, then please fill out the booking request form and email to the PSP committee, c/o Clementine Monro (cmonro@lincoln.ac.uk). Please be aware that the gallery gets booked up in well in advance so it is advisable to plan ahead.