

Exhibiting at the NGCI Dart Auditorium Community Gallery

The National Gallery of the Cayman Islands (NGCI) accepts exhibition proposals for the Dart Auditorium Community Gallery (DACG). This space features up to ten exhibitions per annum ranging from student exhibitions, emerging artists, solo exhibitions by emerging to mid-career artists, and smaller group exhibitions. It is designed to be predominantly self-managed, although limited support is provided by the NGCI exhibitions, events and marketing departments.

Criteria for Selection

Exhibitions in the Community Gallery are considered to be independent of the central NGCI annual exhibition schedule, which is booked 18 months in advance and not open for proposals. This allows for greater flexibility for exhibiting artists as dates can be booked directly with the exhibition department, usually within six months of the proposed date. Selection is dependent on the strength of the proposal, relevance to the NGCI's mission, educational component and availability.

The following criteria apply as exhibit proposals are considered, although not all exhibitions will meet all criteria. NGCI reserves the right to approve or disapprove all exhibition requests, to have final approval for the layout of the exhibition, and to make all decisions regarding length of exhibition duration, and content of publicity.

- Educational content ranging from advanced scholarly contributions to general informational value;
- Relevance to NGCI collections;
- Broadness of appeal of the main theme;
- Appropriateness of subject, technique, and style for intended location and audience;
- Appropriateness to special events, anniversaries, holidays, etc.;
- Relation to other events or exhibits in the community;
- Representation of an influential movement, genre, trend, or national culture;
- When the topic is controversial, an objective presentation is required;
- Does not promote the partisan political, religious, or social doctrines of any single person or group;
- Reflects vitality, originality, artistic expression, and experimentation;
- Ease and cost of installation;
- Satisfies public safety considerations, e.g. free standing displays, hands-on exhibits, etc.;
- and

- Exhibitor agrees to sign an exhibit proposal with NGCI.

Exhibition Proposal Process and Forms

The process for proposing an exhibition in the Dart Auditorium Community Gallery at NGCI is as follows:

1. Exhibitor reads NGCI Proposal Guidelines;
2. Exhibitor completes the attached Exhibition Proposal form, including proposed dates, prints, signs, and sends copy of the proposal to director@nationalgallery.org.ky;
3. NGCI contact approves or rejects proposal in a timely manner, based on the Exhibition Criteria for Selection and/or schedule. Exhibitor is contacted with result;
4. Exhibition is added to the calendar for the exhibit location and to the general NGCI calendar;
5. At exhibition installation, the Exhibition Release Form must be signed by the NGCI exhibitor and NGCI contact; and
6. Exhibition Proposal and Exhibition Release forms are retained in the approving department's files.

Funding

Exhibitors are solely responsible for funding all costs associated with the exhibit, including but not limited to shipping, installation, dismantling, and insurance. Exhibitors are responsible for publicity beyond that provided by NGCI. See the publicity section of this document for more information.

NGCI maintains a small DACG budget per annum. If the exhibitor requires financial assistance they can apply for limited funding by sending a Funding Request Form to development@nationalgallery.org.ky. Request are examined on a case-by-case basis until funds have been fully allocated for the year (July-June).

Security and Insurance

The DACG is a high traffic area, monitored by a security camera, whose visibility reduces the likelihood of damage or theft of materials; however, NGCI takes no responsibility for the security or welfare of exhibitions in this area at any time, including during transport, installation, or dismantling. Before an exhibition is installed, exhibitors and the NGCI representative must sign a release, indemnifying NGCI from any responsibility for loss or damage. The original signed Exhibition Release Form will be retained in the unit.

Insurance coverage, if needed, is the responsibility of the Exhibitor. NGCI is happy to recommend insurance coverage by our on-island provider Fidelity. Exhibitors from off-island are encouraged to insure their exhibition through their own agent.

Safety

Exhibitions and displays must be placed so as to accommodate physical safety considerations. There cannot be loose cords or cabling; free-standing units must be secure; and ease of egress from the exhibit for emergency purposes must be assured. The exhibitions must be set up so as to accommodate disability access.

Exhibition Materials

Exhibitions must be well prepared and organised to the professional standard of NGCI.

Exhibition Duration: Exhibitions will have specific start and end dates, although the end date may be extended if the schedule allows. As a general rule, exhibitions should be on display for a minimum of one month, but shorter exhibit times are permissible.

Exhibition Materials Handling: Exhibitors will receive assistance from an NGCI exhibitions technician when mounting the artwork. Artwork must be mounted in accordance with the NGCI hanging system and/or on pedestals, which can be provided with advanced notice.

Special Collections staff are experienced in the proper handling and display of unique and fragile materials, and can provide guidance to the Exhibitor. Special arrangements should be made in advance for consultation and questions by contacting the Collections Administrator via assistant@nationalgallery.org.ky.

Exhibit Text/Labels: Text should be word processed and printed on a high quality printer if not professionally designed and/or typeset:

- Typeface should be a legible font such as Gills Sans, Times New Roman, Century, or Arial;
- Text should have contrast, such as black on white;
- Introductory panels should be 150-170 words or less;
- Captions for individual items should be 20-30 words; and
- Font size should be at least 28 point for introductory text panels. For secondary text panels, 18 point is acceptable if the reader can be within 20 inches. For text that only contains a few lines of copy, 14 point is acceptable.

NGCI's curator is available for consultation and can recommend a designer/printer as needed. Costs of interpretive materials must be funded in full by the Exhibitor.

Exhibit Support Materials:

Bibliographies, brochures and other promotional material and/or instructional materials to accompany an exhibit are strongly recommended but not mandatory.

Exhibitors are responsible for preparing the content of the publications associated with their exhibition. Examples include: artist's bio, a bibliographical list of items displayed; a double-sided brochure; an exhibition catalog.

Sound, video, or computer displays accompanying exhibitions will be installed and removed by the exhibitor in consultation with NGCI staff.

Publicity

For information to be placed on the NGCI website and e-bulletin, send copies of the approved proposal to the Communications Manager at communications@nationalgallery.org.ky.

NGCI will send an invite to our full members/contacts database in advance of the exhibition opening, but artwork should be provided by the Exhibitor.

Flyers, posters, and invites should contain consistent messages and should present the NGCI DACG logo. The Communications Manager is available for consultation in the creation of flyers, posters, and invites.

The placement of posters in the NGCI facility should be coordinated with the Facilities Department via operations@nationalgallery.org.ky

NGCI will send a general press release to our media contacts

The Communications Manager is also available for advice on media contacts if the exhibition wishes to send additional releases etc.

Receptions & Exhibits Related Activities

NGCI agrees to host and fund an opening reception for the Exhibitor (with soft drinks, wine and cheese) for up to 100 persons.

Rooms in NGCI's facility can be available for other events and other activities (workshops, talks, demonstrations) linked to exhibits. These should be discussed with the specific NGCI events contact who will consult the room use policy and check the schedule to see whether a reception or other activity can be held. Extensive use of the facility may result in a room-use charge and the exhibitor will be responsible for meeting these costs unless other arrangements have been made prior to the reception or event. Contact events@nationalgallery.org.ky.