

Instructions on Applying for Exhibitions
at Shanghai Museum of Glass

I. Venues:

Venues available for exhibition application are: Temporary Exhibition Hall of Design Wing, Jewelry Box, and Glaze Gallery

The floor plan of the above venues is attached to this instruction.

II. Application Methods:

All applications for exhibitions shall be done in written form.

1. Application Process:

- 1) Submission: The applicant shall state his/her intention for the exhibition, prepare the application documentation and materials, and e-mail them to cathye.y@shmog.org or mail the print version to the Shanghai Museum of Glass (SHMOG) (No. 685, West Changjiang Road, Baoshan District, Shanghai). Upon receiving the application, the head of Exhibition Department of SHMOG shall issue an acknowledgement of receipt within three days at most.
- 2) Eligibility Determination: After receiving the application materials, the Exhibition Department shall report to the Council, and conduct extensive discussion internally. The conclusion of such a discussion shall be replied to the applicant within two weeks of receiving an application as a preliminary opinion.
- 3) Negotiation: After obtaining the preliminary opinion, the head of the Exhibition Department shall negotiate with the applicant on the modification and determination of details including but not limited to the budget, the exhibited content, the exhibition mode and the exhibition time. The negotiation period last for two months at most.
- 4) Draft Exhibition Plan: Applicant and curator (or Head of Exhibition Department) shall continue to amend the exhibition plan and related pieces. Curator shall submit the updated plan to SHMOG Academic Council. After discussion, the Council shall reply in written form within a month, including but not limited to approval for exhibition, amendment for exhibition mode and promotion plan for exhibition.
- 5) Finalization: After the confirmation is issued by the Academic Council and the intention is

finalized, the two parties shall sign an exhibition agreement under which the exhibition is scheduled. Head of the Exhibition Department shall assist the applicant into the exhibition process and follow strictly the draft exhibition schedule.

2. Application Time

Application Time: The applicant may file the application at any time of the year; if approved, the project shall be scheduled for exhibition with a standard period of three months (including move-in/move-out time, and may be subject to further discussion).

Application deadline: All application shall be completed at least 9 months before the designed exhibition time.

3. Notes

- 1) The exhibits shall be presented in the form of glass and may be supplemented with other materials.
- 2) The exhibits shall be guaranteed with 3-month technical safety and maintenance. Maintenance and operating instructions shall be provided before the exhibition starts.

4. Contact Information

Yang Xin, Academic Research Manager, 15221863607 cathye.y@shmog.org

III. Application Documentation

The documentation required for the application includes:

The Application Form

Photos of exhibits (the file size of each photo shall exceed 5MB in the .jpg format. All photos shall be named as 「No.-Name of Exhibitor-Name of Exhibit」)

Collected descriptions of exhibits

Collected resumes of exhibitors (for joint or group exhibitions)

Maintenance instructions and operations manuals for exhibits

Acknowledgement of Terms and Conditions

Upon submission, all the above materials are reserved by Shanghai Museum of Glass and will not

be returned to the applicant. Therefore, the applicant shall keep a copy in his/her own capacity.

Application Form

Name/Theme of Exhibition:

Category of Exhibits:

Quantity of Exhibits:

Type of Exhibition: Individual Joint Group

Venue: Temporary Hall Jewelry Box Glaze Gallery

Curator:

Name (Individual Representative of Joint Exhibition Representative of Group Exhibition)

Date of Birth: yy mm dd

Address

TEL:

E-mail:

Mobile:

Motif of the exhibition (relevance):

Description of the exhibition:

Planning for exhibits placement (Display manner or expected placement manner):

Features:

Anticipated benefits (social, academic, educational, etc.):

Planning for promotion (expected types, quantity and scale of promotion):

Resume of applicant (a collected resumes is required for joint or group exhibitions)::

Supplementary information (if any):

Note:

You may add more pages if the space is insufficient.

This Application Form shall be submitted along with other materials.

Acknowledgement of Terms and Conditions
In Applying for Exhibition
At Shanghai Museum of Glass

I. I have read the Application Methods and all other forms provided by Shanghai Glass Museum, and hereby agreed to comply with the provisions.

II. I understand that, as specified in laws and regulations in China, to applicants who offer an exhibition plan, Shanghai Museum of Glass naturally considers him/her to have made the following irrevocable statements in terms of ownership of copyrights:

1. Statement of Originality: the exhibition plan is devised by the applicant and does not infringe any other person's copyright, trademark or other intellectual property rights.
2. Ownership of copyrights: all copyrights of exhibition plans are owned by the applicant.
3. Shanghai Museum of Glass is entitled to the display and promotion rights of the exhibition plans which is bound by an exhibition agreement.
4. The exhibition plan shall be based on respect of China's national conditions, and shall not violate existing laws and regulations of China.

Applicant: _____

yy mm dd

