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The National Agency for Museums,
Conservation Practice and Cultural Heritage

THE ARTIST

Name _____

Address _____

Telephone _____

Mobile _____

E-Mail _____

Web Site _____

First Solo Exhibition Yes No

Previous Exhibitions at Heritage Malta venues _____

Other Previous Exhibitions _____

 **Please attach detailed Curriculum Vitae with this form**

Received the sum of _____ as deposit in cash / cheque _____

Date _____ Received by _____

PROPOSED EXHIBITION

Title _____

Medium _____

Quantity of exhibits _____

Quantity of exhibits on display for first time _____

Hanging Standing

To be sold Not for sale

Owned by Artist/s Private Collections

Proposed Opening and Closing Date _____

Proposed Inauguration Date & Time _____

Proposed VIP to inaugurate the exhibition _____

Proposed Caterer during the Inauguration _____

Proposed Sponsors of the Exhibition _____

Number of sample images delivered with this form (minimum 5) _____

Showcases required Yes No

If Yes, Types _____ Quantity _____

Bases / Stands required Yes No If Yes, Quantity _____

Other specific requirements _____

Proposed Private Viewings _____

Proposed Special Days _____

VENUE

	Preference	
	1 st	2 nd
Contemporary Hall - National Museum of Fine Arts, Valletta	<input type="checkbox"/>	<input type="checkbox"/>
Loggia – National Museum of Fine Arts, Valletta	<input type="checkbox"/>	<input type="checkbox"/>
St. Angelo Hall – Malta Maritime Museum, Vittoriosa	<input type="checkbox"/>	<input type="checkbox"/>
Ground Floor Hall – Malta Maritime Museum, Vittoriosa	<input type="checkbox"/>	<input type="checkbox"/>
Front Courtyard – National Museum of Natural History, Mdina	<input type="checkbox"/>	<input type="checkbox"/>
Inner Courtyard – National Museum of Natural History, Mdina	<input type="checkbox"/>	<input type="checkbox"/>
Inquisitor’s Palace, Vittoriosa	<input type="checkbox"/>	<input type="checkbox"/>
Gozo Area Office, The Citadel Gozo	<input type="checkbox"/>	<input type="checkbox"/>
Tal-Pilar Church, Valletta	<input type="checkbox"/>	<input type="checkbox"/>
Head Office, Merchant Street, Valletta	<input type="checkbox"/>	<input type="checkbox"/>
(Other) _____	<input type="checkbox"/>	<input type="checkbox"/>



Agreement between the artist/s or representative and Heritage Malta

1. General conditions

- 1.1 Heritage Malta binds itself to process all applications submitted within reasonable time and to communicate the outcome to the prospective applicant. It reserves the right to refuse an application, suggest alternative venues, dates and times as its exhibitions programme and commitments may require from time to time.
- 1.2 The duration of the exhibition will be between four and six weeks. The exhibition's opening hours for the public will be those pertaining to the particular venue. The agency may however consider requests for extensions of opening times without it incurring additional costs. Heritage Malta reserves the right to extend the period of the exhibition beyond the six-week period with prior agreement with the artist/s.
- 1.3 The artist will pay a deposit of €120 to Heritage Malta on the signing of the exhibition agreement. This deposit will be refunded at the end of the exhibition
- 1.4 The artist/s will only be considered to exhibit again in solo exhibitions at a Heritage Malta site after the lapse of a two-year period from the previous exhibition. Heritage Malta reserves the right to alter this article due to unforeseen situations.

2. Sponsorship

- 2.1 To all intents and purposes, Heritage Malta shall be considered as the main sponsor of the exhibition upon approval and endorsement of exhibition and chosen venue. As the host / main sponsor of the event Heritage Malta will then be automatically responsible for the following:

- a) Provide the space and basic lighting free of charge.
- b) Provide assistance, when the agency deems possible, to provide one person for one (working) day to help in the setting up and one person for one (working) day to help in the taking-down of the exhibition.
- c) Promote the exhibition through the normal channels, including website and its publications.
- d) Hosting the inauguration including any overtime costs in connection with personnel on duty on the day.
- e) Security of the exhibits both during visiting hours and after visiting hours in all the listed sites above with the exception of the Inner Courtyard of the National Museum of Natural History and Tal-Pilar Church where the artist/s must provide security during visiting hours.
- f) Ensure, unless circumstances of the chosen / designated site dictate otherwise, that accessibility to the exhibition is kept free-of-charge to visitors.

2.2 In return for Heritage Malta's sponsorship and support the artist

- a) Ensure that Heritage Malta's logo (as provided by the national agency and without any alterations) features most prominently and given priority over all other logos in any printed literature relating to this exhibition including invites.
- b) The Artist must make sure that Heritage Malta is clearly mentioned as the host and main sponsor in all marketing media including press coverage.
- c) A digital image of each exhibit on display must be handed on cd media to Heritage Malta by the artist. Such images will be used for possible PR purposes and will be archived as a reference for future research.
- d) Present to Heritage Malta one of the exhibits to form part of the National Collection. This work will be selected, in advance, by the Curatorial staff of the Arts Department within Heritage Malta from the collection being exhibited, and will be captioned, in advance of the inauguration and throughout the exhibition, as follows: "*Acquired for the National Collection of Fine Arts by Heritage Malta*". In the case of collective exhibitions featuring a minimum of five exhibits by each artist, Heritage Malta will acquire an exhibit from each artist. However Heritage Malta reserves the

right to decide the number of exhibits to be acquired according to circumstances and following discussions with the artists involved.

- e) Ensure that Heritage Malta's logo, without any alterations, features as directed in all media related with the exhibition including invitation, poster, leaflet, booklet/catalogue, etc
- f) Ensure that all works of art remain on exhibit until the end of the exhibition. In exceptional circumstances, Heritage Malta may grant permission to the artist/s to remove one or more of the works exhibited provided that such works are substituted with other works by the artist/s.
- g) Provide Heritage Malta with twenty (20) invitations for its exclusive use three weeks prior to the inauguration.
- h) Provide ten (10) copies of any publication, brochure or leaflet prepared and published in connection with this exhibition. Heritage Malta for archival purposes.

3. Artefacts and Venue

- 3.1 The Artist/s provide/s the exhibits as agreed with Heritage Malta. Heritage Malta may refuse to exhibit any item if its curators feel that this is not of the same, level or quality.
- 3.2 In line with Government and Agency's Policies, the exhibits are not insured during set-up, take-down and exhibition period. The artist/s can however provide such cover himself / herself / themselves. If artists opt for such an insurance cover, any dealings related to this matter shall be considered by Heritage Malta as happening between third parties and therefore not responsible for any shortcomings or liabilities.
- 3.3 The Artist/s provide/s the transport of exhibits and help for the delivery of the exhibits to and from the exhibition venue.
- 3.4 The Artist/s must supply and deliver himself / herself / themselves any number of showcases and bases/stands not provided by Heritage Malta. Heritage Malta cannot guarantee the supply of any showcases and bases/stands but will do its utmost to assist in any way possible.

4 The exhibition

- 4.1 The final version of the title of the exhibition must be communicated to Heritage Malta not less than four months prior to the opening of the exhibition. This communication shall be considered to all intents and purposes final.
- 4.2 A synopsis of the concept behind the exhibition together with a short biography of the artist/s and not less than five digital images of exhibits that will be on display in the exhibition must be presented to Heritage Malta four months before the opening of the exhibition. Heritage Malta will use all media presented to it by the artist and/or his representative in connection with the exhibition to advertise and inform the general public in all possible ways, including publishing, printing and any other visual material available.
- 4.3 The Artist/s must use the lighting systems available at the hosting venue. Should a different system be required the artist/s must supply the system which has to be approved by Heritage Malta.
- 4.4 The Artist/s must use the hanging methods as available at the hosting venue. Should a different system be required the artist/s must supply the system which has first to be approved by Heritage Malta.
- 4.5 Heritage Malta shall not assume any responsibility for damages to exhibits on display at the Loggia of the National Museum of Fine Arts, Front and Inner Courtyards at the National Museum of Natural History due to bad weather.
- 4.6 It will be the artist/s' responsibility to ensure delivery of the exhibits to the respective buyers. Heritage Malta will also allow buyers to collect the works on a specific day provided the artist/s is/are present. The agency will not accept any liability resulting from the selling of the works on exhibit to third parties. This is the sole responsibility of the artist/s.
- 4.7 Heritage Malta reserves the right to photograph the exhibits on display at its venues without prior notification, permission or obligation on the artist's part. Related images and visuals will be used as Heritage Malta deems fit in relation to its policies and exigencies.
- 4.8 In the event of Special Days and Private Viewing, the artist/s will pay all costs and where applicable, all points listed here are to be adhered to.
- 4.9 The artist may be requested to hold sessions with school groups. The extent, quality and related costs of such sessions will be discussed and agreed beforehand between the artist and Heritage Malta.

4.10 In extreme cases Heritage Malta reserves the right to alter the venue and dates of the exhibition up to four months prior to the original opening of the exhibition. In the case of a change of venue, Heritage Malta will strive to ensure that the space allocated covers more or less the same area originally agreed upon with the artist/s.

5. Catalogue and Printed Material

5.1 The Artist/s is solely responsible for any costs incurred in the publication of any publication, booklets, catalogues, posters, brochures and invitations connected with the exhibition.

5.2 Draft copies of the above shall be presented to Heritage Malta's Exhibitions and Design Department and Corporate Communications Department of the Agency for approval prior to printing.

6. Inauguration event

6.1 The Artist/s pay/s for the cost of catering for the inauguration. The Artist/s must make sure that the Caterer selected complies with the rules of the hosting venue as per Heritage Malta's requirements, Naked flames are not allowed in any part or space of the hosting venue.

6.2 The name of the VIP/Curator who will inaugurate the exhibition and the sponsors / organisers must be communicated to Heritage Malta not less than four months prior to the opening of the exhibition.

6.3 The inauguration ceremony must be over by 22.00 hrs and any cleaning carried out by 22.30 hrs. Heritage Malta reserves the right to charge the artist for the overtime of on-site Heritage Malta personnel if these time frames are not strictly adhered to.

6.4 The artist is expected to leave the site clean after the event. Heritage Malta reserves the right to charge the artist the cost of any cleaning required if it so deems necessary.

7. Compliance

The deposit submitted with this application shall be retained by Heritage Malta if any part or parts of this agreement is not adhered to by the artist/s / curator of the exhibition. Should the latter be the case, Heritage Malta may also retain the right

not to consider other applications for exhibitions by the same artist/s for a specific period decided by the agency.

In extreme cases, failure to abide by these regulations can lead to Heritage Malta cancelling the exhibition after the artist or his representative has been duly notified in writing to regulate himself accordingly. In such an extreme event the artist will be officially informed in writing about the cancellation of the exhibition and Heritage Malta cannot be held responsible for any damages sustained by the artist.

I / We, the undersigned artist/s, have read and accept the conditions stipulated by Heritage Malta in this agreement by which we abide without any reservations.

Signature of the Artist/s
I.D Card No:

Date

Signature of Exhibitions and Design Dept
Heritage Malta

Date