



## Exhibition Spaces at Manx National Heritage

### Guidelines for Completing your Exhibition Proposal

#### Introduction

Manx National Heritage wishes to make spaces available for community groups and individuals to create their own displays at MNH sites.

We aim to strengthen Manx identity and community by giving opportunities for enjoyment, learning and development.

We look to provide the widest possible physical and intellectual access to our sites and collections through removing barriers and providing new opportunities for participation.

#### Selection criteria

We welcome exhibition proposals from artists, curators and members of the public, although our core exhibition programme is planned well in advance.

Your proposal will be assessed on

- Theme and content
- Purpose (aims & intent)
- Presentation (i.e. proposed style of graphic panels, display etc)
- Benefits to the local community
- Links to Manx cultural heritage and identity

MNH will need to consider

- How it fits within our existing exhibition programme (planned 2-5 years in advance)
- Sources of funding
- The amount of staffing or resources we shall need to contribute
- Potential for use by our education/learning team
- Its ability to attract visitors

### How we will respond

When we have considered your proposal, a member of our team will contact you with our initial decision (usually within 12 weeks of submitting your proposal). If we feel that your proposal is viable, we may arrange an informal meeting to discuss it further.

If your proposal is successful a member of the MNH team will be assigned to liaise with you over your exhibition plans. Your MNH Contact will invite you to attend an initial meeting to:

- Discuss the content of the display and a timetable
- Discuss and agree the text and images for graphics panels
- Arrange any copyright permissions that may be needed
- Discuss how the exhibition material will be transported to the museum
- Arrange any necessary insurance and indemnities for the exhibition material
- Complete a loans agreement for the exhibition

We will discuss how we can support you by:

- Assigning a member of MNH staff as your key contact
- Providing technical advice on installing the exhibition
- Providing an introductory panel and accompanying labels
- Editing text and content to ensure they meet MNH exhibition guidelines
- Marketing & advertising the exhibition
- Ensuring the exhibition is safe and accords with health and safety regulations
- Hosting a private view of the exhibition during site opening hours.

### How to make an application

Download the Exhibition Proposal Form and fill it in.

You can either return by **post** to:

You Exhibit  
Professional Services  
Manx National Heritage  
Manx Museum  
Kingswood Grove  
Douglas  
IM1 3LY

or **email** the form as an attachment to [youexhibit@mnh.im](mailto:youexhibit@mnh.im).

### **Application deadlines**

There is no closing date for proposals. We welcome applications throughout the year. However we do recommend that you submit your proposal form a minimum of 12 months before your proposed exhibition date.

### **Decisions**

The maximum time you will have to wait for a decision after you have submitted your proposal is 12 weeks.

