

ARC Exhibitions Policy

Thank you for your interest in partnering with the ARC for your exhibition.

At the ARC, we are committed to providing a platform for engaging exhibitions that align with our research priorities and public engagement strategies. Our exhibitions are planned in close collaboration with organisers, and we seek to work with diverse groups, including university staff, researchers, and community partners.

We review submissions regularly and exhibitions are selected on an individual basis after receiving the initial proposal and following a discussion with the ARC Events and Engagement team.

Exhibitions with a strong connection to research will be prioritised. Though most of our exhibitions are led by staff at the University of Glasgow, we accept proposals from other higher educational institutions. We welcome proposals from researchers and research staff that centre partnership working.

As a civic university with community and public engagement at the heart of our [research strategy](#), on a case-by-case basis, we can accept proposals from community groups. If you are a community group who would like to work with researchers, we are happy to make introductions where relevant.

All exhibitions are co-developed with the ARC team who have curatorial oversight of the public spaces. The team reserves the right to select exhibitions for display and unfortunately, not all proposals will be successful. You can reach out to the team for an informal chat to check availability of the spaces ahead of submitting your proposal though this does not guarantee that your exhibition has been selected for display.

Proposal Process

To ensure a smooth and successful exhibition experience, all proposals must be submitted with full detail at least three months before

the desired exhibition date.

Proposals must include:

- A summary of the exhibition's aims and objectives
- Where possible, detailed information about the exhibition content, including a list of objects to be displayed, with title, medium and dimensions
- Any special requirements, such as AV support, electrical access, and IT needs
- A clear plan for installation and deinstallation
- Any access needs or venue-related requests

The ARC reserves the right to refuse any exhibition at any point if it does not adhere to these guidelines.

Infrastructure and Equipment

The ARC offers a range of exhibition infrastructure, IT, and AV equipment for use. However, organisers are responsible for bringing any additional infrastructure. Please inform us in advance if you are planning to bring any extra equipment or infrastructure.

Please note, if electrical equipment is used, it must be PAT-tested within the last year, and certificates must be provided to the ARC team at least one month before the exhibition.

Floorplan and Installation

Organisers are responsible for floorplanning and installation. It is critical to plan your floorplan in advance and communicate it with the ARC team early on to avoid any delays. If you are unsure of your needs, the ARC team can provide guidance based on available spaces and infrastructure.

Exhibition Text and Written Materials

All written materials associated with the exhibition (e.g. labels, catalogue, exhibition map) must be submitted for approval by the ARC team well in advance of the exhibition. You are responsible for the content, and approval ensures alignment with our guidelines and the broader exhibition context.

Curatorial and Technical Support

The ARC can offer curatorial advice and logistical support, but it is important to plan ahead for installation, technical assistance, and conservation requirements. If you require specific technical assistance, please make this clear in your proposal. Be prepared to take the lead on installation and derig, as the ARC does not provide installation or derig staff.

Insurance Considerations

The organiser must provide an insurance value for objects/artworks and will be responsible for their safety and security throughout the exhibition. The ARC does not accept responsibility for loss or damage to objects/artworks displayed in the exhibition.

Sensitive Content

Please consider any sensitivities in your exhibition content. If there are any content concerns, including the need for content warnings, please address them in your proposal. All content must be shared with the ARC team in advance of the exhibition. With curatorial oversight of our public areas, the ARC team reserve the right to refuse exhibition content that is not deemed suitable for a wide range of audiences. We will always work with you to find the most appropriate space for your exhibition.

Additional Programming

If your exhibition includes related events (e.g., an opening night, workshops, talks), please detail these in your proposal. The ARC will work with you to support these events where possible.

Exhibition Space and Logistics

The ARC provides non-traditional exhibition spaces that are flexible and evolving, offering unique opportunities for creativity and experimentation. Available spaces include areas around reception, the atrium, and other designated exhibition zones. Organisers are responsible for floorplans and installation, and any additional space or infrastructure needs should be clearly communicated. The ARC reserves the right to assign the exhibition spaces deemed most suitable for each proposed exhibition.

Storage

The ARC has very limited storage capabilities. We encourage you to advise of us of any storage requirements early in the organisation process. It is unlikely we will be able to store large items so this should be considered in your planning.

Invigilation

The ARC does not have a dedicated invigilation team for exhibitions, and we cannot guarantee that the exhibition area will be always staffed. If an invigilator who can oversee security and/or visitor services is a priority for your exhibition, this aspect should be led by the exhibition organiser in conversation with the ARC team.

Team Communication

It is essential to have a primary contact, curator or project manager for the exhibition. If the project lead changes during the planning or execution, the ARC must be informed immediately. Clear communication about roles and responsibilities is key to the success of the exhibition.

Commitments and Responsibilities

- Three months' notice is required for all exhibition proposals, with more time being preferred for larger exhibitions. The ARC cannot guarantee space availability if your exhibition is proposed less than three months in advance.
- Final approval of images and text materials is required at least one month before the exhibition date.
- Marketing deadlines must be set between the ARC and the organisers and adhered to by all.
- Organisers are responsible for ensuring their exhibition meets the ARC's standards for safety, accessibility, and content.
- By submitting your exhibition proposal, you agree to adhere to the terms outlined in this policy.

Exhibitions Proposal Form Submission Instructions

Please submit your completed proposal form at least three months ahead of your desired exhibition date. Any questions should be directed to ARCEngage@Glasgow.ac.uk.

The ARC offers a supportive environment for exhibitions with a strong connection to research and community engagement. While we provide certain resources, exhibition organisers are expected to lead on funding, installation, and logistics. Exhibitions must be co-developed with the ARC team, who maintain curatorial oversight of the space.

Please contact the ARC Events and Engagement team for further information or clarification on the exhibitions process. We look forward to working with you to create an engaging and impactful exhibition experience.