

## NAGN EXHIBITION APPLICATION FORM

For proper planning and coordination, all exhibitions are scheduled, and therefore must be applied for, well in advance. The NAGN schedule is usually set a year in advance. This application **will not be processed** unless the following additional documents are provided (Electronic copies are accepted):

- **Curriculum Vita**
- **Short Biography**
- **5-10 examples of the applicant's artworks**
- **Short abstract describing concept/motivation for exhibition**
- **A copy of their National ID**

### EXHIBITORS DETAILS

Full Name:	Mobile Number:
Postal Address:	E-mail Address:
Telephone Number:	Website:
Fax Number:	Exhibition Title:
Will this be a selling exhibition?	Are you a Namibian Citizen or do you hold permanent residence in Namibia? (If not please state where you are from)
<b>PREFERRED DATES OF EXHIBITION: (these are subject to availability, if your application is successful the NAGN will enter into discussions with you to find dates that fit the schedule)</b>	
Opening of exhibition:	Closing of exhibition:

### TYPE OF EXHIBITION (please tick)

### GALLERY SPACE (please tick)

Solo Exhibition	<input type="checkbox"/>	Main Gallery	<input type="checkbox"/>
Group Exhibition	<input type="checkbox"/>	Upper Gallery	<input type="checkbox"/>
International Exhibition	<input type="checkbox"/>	Foyer Gallery	<input type="checkbox"/>
Institutional Exhibition	<input type="checkbox"/>	Pashuka Room	<input type="checkbox"/>
Sponsored Exhibition? If yes, who is the sponsor?			
Are there any conditions of the sponsorship that may impact the NAGN? If so, please detail:			

### NATURE AND QUANTITY OF ARTWORK

MEDIUM/TECHNIQUE	QUANTITY	SIZES/SCALE

### READINESS OF ARTWORKS FOR HANGING/DISPLAY

Are all works ready to hang/display?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do any works require framing by the NAGN? (paid for by applicant)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>PLEASE NOTE:</b> Unless explicitly agreed otherwise, exhibitions will be curated jointly by the NAGN Curator/s and the Exhibitor.		

**APPLICANTS SHOULD BE AWARE OF RATES:**

GALLERY	LOWER GALLERIES	PASHUKA ROOM or FOYER		UPPER GALLERY		MAIN GALLERY	
		SELLING	NON-SELLING	SELLING	NON-SELLING	SELLING	NON-SELLING
<b>CATEGORY 1:</b> NAMIBIAN CITIZENS SOLO, GROUPS & OFFICIAL NAGN PARTNERS	RESERVED FOR PERMANENT COLLECTIONS	A refundable deposit of N\$1,000. The deposit will be refunded after the exhibition closes. Should a gallery booking be cancelled less than 3 months prior to the event by the exhibitor, the N\$ 1,000 will be forfeited.		A refundable deposit of N\$1,000. The deposit will be refunded after the exhibition closes. Should a gallery booking be cancelled less than 3 months prior to the event by the exhibitor, the N\$ 1,000 will be forfeited.		A refundable deposit of N\$1,000. The deposit will be refunded after the exhibition closes. Should a gallery booking be cancelled less than 3 months prior to the event by the exhibitor, the N\$ 1,000 will be forfeited.	
<b>CATEGORY 2:</b> INTERNATIONAL / NON-PARTNER INSTITUTIONS	RESERVED FOR PERMANENT COLLECTIONS	Refundable deposit plus N\$ 45 Per day	Refundable deposit plus N\$ 55 Per day	Refundable deposit plus N\$ 60 Per day	Refundable deposit plus N\$ 80 Per day	Refundable deposit plus N\$ 95 Per day	Refundable deposit plus N\$ 125 Per day

**NOTE ON PAYMENT:**

- Category 1 - Refundable deposit is payable upon acceptance of this application.
- Category 2 - Deposit of 50% rental is payable upon acceptance of this application.
- Full payment is required one week before the official opening of the exhibition.

**OTHER FINANCIAL IMPLICATIONS**

- It is standard practice to have the following marketing material in place for each exhibition that opens at the NAGN. These are all printed **at the cost of the exhibitor**:
  - 25 x A3 posters with exhibition information (design and layout either by the NAGN PRO with no extra charge or by you as the exhibitor)
  - 150 x A5 size flyers with the poster on the front, and a background text of the exhibition at the back
  - 1 x A0 size background curatorial text/artists statement to go in the exhibition space.
  - A Vinyl-lettering title of the exhibition to go on the door of the gallery/inside the exhibition space depending on which gallery is being used (70cm wide)
- All printed matter is subject to approved inclusion of NAGN’s corporate logo and gallery information
- The exhibitor will be responsible for all catering costs at the opening of the exhibition. The NAGN can provide glasses and staff to help serve during the opening.
- The NAGN can provide you with projected costs on all of these items.

I, \_\_\_\_\_, hereby declare that I have read and understood all the information above and that all the information I have provided is correct. I accept that my artwork will be handled with the utmost care by officials representing the NAGN and its exhibition partners, and undertake not to hold any of them responsible for possible damages during the selection, exhibition, holding period and/or transport. I agree to allow the NAGN and partners a limited copyright for the promotion of the exhibition and the NAGN. I am aware that the NAGN does not control photography by the public in its galleries.

**NB:** please be aware that in the case of a group exhibition and a solo exhibition the signatory on this application form will act as coordinator and take full responsibility for the financial and organisational implications of the exhibition.

**SIGNATURE OF APPLICANT:**.....**DATE:**.....

**Delivery of this application form can be made to the following addresses:**

- The Curatorial Office at the NAGN – corner of Robert Mugabe Avenue & John Meinert Street
  - P.O Box 994, Windhoek, Namibia
- Email to: [dnanuses@nagn.org.na](mailto:dnanuses@nagn.org.na) / [curator@nagn.org.na](mailto:curator@nagn.org.na) / [grncurator@nagn.org.na](mailto:grncurator@nagn.org.na)