

Application procedure

Applications for exhibitions at BK City are discussed and approved by the Exhibition Committee during its monthly meetings. To apply:

1. Fill in the **application form** (p. 3). Send it to expo-bk@tudelft.nl. Exhibition spaces are usually booked 3-6 months in advance. For the BK Expo, you are advised to send in your application at least 6 months in advance.
2. If available, please add visual material (images, sketches or preliminary plans) to your application.
3. You will receive a response (approved/not approved) of the Exhibition Committee within one month. The committee's approval is based on, among others, content and relevance: an exhibition should be interesting and comprehensible to both the community and the visitors of BK City.

Prior to the exhibition

As curator, you are responsible for the organisation, construction and dismantlement of the exhibition. Each exposition has to suffice according to rules concerning emergency exits, fire regulations, etc. In some instances, we advise you to set up a meeting with FMVG (Facility Management).

The Exhibition Committee provides a set of materials (boxes and panels, see the **materials overview**, p. 4). These materials should be applied for beforehand and are subject to availability. There are no multimedia devices (like tablets, screens, beamers, etc.) available, these should be arranged by the organising party. Any additional costs for the exhibitions are at the expenses of the organising party.

The Committee can assist you in the communication and promotion of your exhibition. The following media are available:

1. Netpresenters: send in a slide (.jpeg or .png) of 1920 x 1080 px (landscape) to communicatie-bk@tudelft.nl. Limit the information provided to the title, the dates, the location and, if applicable, the opening event.
2. Website: send in the exact title, the exact dates and a short text explaining the contents and aims of the exhibition to expo-bk@tudelft.nl.

The exhibition

Include a clear and clearly visible introduction to the overall content of the exhibition and to its specific elements. Note that an exhibition is not the same as a final presentation: there is no one to direct the visitor's view. Keep in mind that most people are unfamiliar with the specifics of the content. Generally, limit the amount of text and complicated diagrams to the essential minimum and focus on clear schemes and visually attractive images.

After the exhibition

Please note that both the construction and clearing of the exposition is your responsibility. The exhibition space should be cleared out within your assigned time frame. Damage made to the space or exhibition materials by the organising party will be charged.

For further questions, contact expo-bk@tudelft.nl, or walk by the communications office at BG Oost 070. Additionally, we are open to your recommendations in improving the exhibition spaces and/or services.

Please read the guidelines carefully before filling out the form.

Information of applicant

Name

Phone number

E-mail

Department

Information of exposition

Title*

Time frame Including construction and clearing

to

Excluding construction and clearing*

to

* Please note that this information will be used in all faculty communication (website, newsletter, etc.) unless requested otherwise.

Location

2nd option

Content

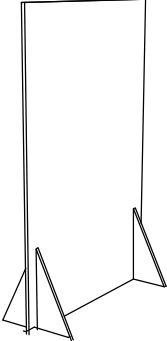
How is the content related to the faculty?

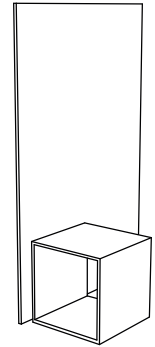
How will the material be presented?

Material overview

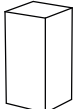
Be aware that these materials are shared by all four exhibitions spaces and that you have to make a reservation for the material you want to use by sending an email to expo-bk@tudelft.nl.

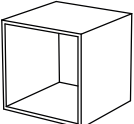
Panels

1.  size (l x h x d) 1200 x 1850 x 18 mm
amount 20
material (untreated) wood
assembly
 - triangular foot
 - two cubes fit within the feet of the panel



Blocks

2.  size (l x h x d) 250 x 500 x 250 mm
amount 50 (if available, more upon request)
material (untreated) wood

3.  size (l x h x d) 500 x 500 x 500 mm
amount 50
material (untreated) wood

