**Application Form for MoCA Studio Exhibitions**

1. **Overview**

In order to promote creation of innovative and experimental contemporary art, to encourage interaction between artists and general public, and to increase and strengthen the bond and benefits of artistic exhibitions and art education, the Museum of Contemporary Art (MoCA), Taipei has drafted this application for the MoCA Studio exhibitions, hoping to offer both Taiwanese and foreign artists a platform and opportunity to present their work.

**2. Application Requirements**

1. Individuals or groups engaged in the creation and/or curatorial work of contemporary art (all nationalities are accepted);
2. Applications of those who have had exhibitions at MoCA Studio within the last two years will not be accepted;
3. Joint exhibitions or graduate exhibitions of groups from all levels of school societies and departments will not be accepted;

**3. Exhibition Venue**

1. MoCA Studio: the museum’s exhibition galleries 102 and 103 and adjacent corridors. See Figure 1\_ MoCA Studio floor plan.

**4. Exhibition Content**

Exhibited works are not limited in content, formats, or media. Exhibition proposals with the following features will be given priority:

1. Exhibition proposals that entail site-specific artworks for MoCA Studio (without damaging the museum building and comply with the Fire Services Act and public safety );
2. Exhibition of new works that are publicly presented in the city for the first time;
3. Proposals that have received government or private funding/subsidy and await exhibitions.

**5. Submission Requirements**

1. Deadline for the submission of the application to MoCA Studio exhibition in 2022 is October 10th, 2021;
2. Applicants must complete an electronic form and submit relevant files per requirement (for details see section number 8 of this booklet);
3. Applications with incomplete information and required files will not be processed;
4. The museum will keep all the submitted digital data and required files. Applicants should make a separate copy for their own use.
5. Please store your application and all the required files on a cloud drive or a flash drive and deliver by registered post to:

**Exhibition Team, MoCA, Taipei**

**103, No. 39 Chang-An West Rd, Taipei City, Taiwan**

And specify on the envelope: “Exhibition Application”

Or submit the application documents via email, please send them to MoCAtaipei@gmail.com,

and specify “Exhibition Application” in the subject.

1. For further inquiries, please contact the Exhibition Department:

Telephone: +886-2-2552-3721（Ext. 216）or email to MoCAtaipei@gmail.com

**6. Selection**

1. The museum will perform the selection.
2. The museum will contact the selected applicants via the Museum website.
3. Applications not selected may be resubmitted in the next round. The results of each selection are not to be disputed.

**7. Arrangement for Exhibition Schedule**

1. The selected exhibition proposals will be scheduled for exhibition as soon as possible according to the availability of the space and the characteristics of the exhibitions with respect to the applicants’ will.
2. Each exhibition is principally given a time slot of six to eight weeks. The museum may make adjustments if necessary.
3. If, for any reason, applicants/artists cannot put on the exhibition as scheduled, a written notification with specific reasons must be submitted to the museum three months prior to the exhibition date. The museum holds the right to adjust the dates of exhibition and/ or cancel the exhibitions if there are no other available time slots or space.

**8. Required Forms and Lists (must be completed):**

1. Basic profile of applicant(s) (Form 1. For group exhibition applicants, each applicant must fill out one form);
2. Exhibition application (Form 2);
3. List of exhibition artworks (Form 3);
4. Exhibitors roster (Form 4; applicable for group exhibitions/curatorial exhibitions)
5. List of attachments (Form 5);
6. Exhibition layout (Figure 1);
7. Others. If there are other relevant materials, please make your own list and briefly describe usage.

**9. Others**

(1) The Artist reserves all copyrights and economic rights to the artworks. The Artist shall hold entire legal responsibility for all activities that infringe the Intellectual Property Rights.

(2) The Artist agrees that the work, texts, images displayed in the exhibition and conference and event records may be photographed, filmed, and published by Museum’s employees and individuals authorized by Museum for use by Museum, for archival and educational purposes, display or exhibition at Museum’s venue.

(3) The applicant agrees that the written materials or digital files such as texts, design drafts, images, videos, etc. provided may be retained by the organizer for archiving.

Form 1

**Basic Profile of Applicant**

**For an Exhibition at the Museum of Contemporary Art, Taipei**

**Applicant’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 中 文Chinese Name |  | 出生日期Date of Birth | 民國 年 月 日(Year)/ (Month)/ (Day) |
| 英 文English Name |  | 國 籍Nationality |  |
| 行動電話Cell Phone No. |  | 住家電話Home Phone No.  |  |
| 工作室電話Studio Phone No. |  | 傳 真Fax No. |  |
| 身份證（或護照）字號ID (or Passport) Number |  (請檢附身份證正反面影本）(Please attach a copy of both sides of your ID) |
| Email |  |
| 個人網址或部落格Personal Website or Blog |  |
| 戶籍住址Registered Address |  |
| 郵寄地址Mailing Address |  |
| 最高學歷Highest Level of Education |  |
| 展覽經歷Exhibition Experience | 個展/Solo Exhibitions: |
| 聯展/Group Exhibitions: |
| 備註Remarks | 申請聯展者，每位參展人需各自填寫本表，再裝訂成冊彙送。For joint exhibitions each exhibitor needs to fill out this form separately and the chief applicant should staple all copies together for submission.  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_, have read and agree to accept all of the provisions of the application brochure of the Museum of Contemporary Art, Taipei, and hereby state that all the information I have filled in and submitted is true and correct.

The submission is solely for the purpose of applying an exhibition at the Museum of Contemporary Art, Taipei

Applicant: (Signature)

Date: \_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_ (Month/ Day/ Year)

Form 2

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| **Exhibition Application for the Museum of Contemporary Art, Taipei****Exhibition: □ Solo Exhibition □ Group Exhibition □ Curated Exhibition** |
| 展覽名稱ExhibitionTitle | （中文）Chinese Title |
| （英文）English Title |
| 展覽動機及展出內容概述（或策展理念摘要）Overview of exhibition intention and content (or summary of curatorial concept) |
|  |
| 展出形式特色及空間規劃構想Special features of exhibition format and spatial planning concept |
|  |
| 展覽相關配備需求及資源籌措運用方案Exhibition equipment requirement and plan to raise and utilize resources |
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Form 3

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| **Exhibition Artwork List for the Museum of Contemporary Art, Taipei**Applicant (representative artist/curator ):  |
| 展覽名稱Exhibition Title |  | 展覽屬性Exhibition Category | □個展 □聯展 □策劃展□ Solo Exhibition □ Group Exhibition □ Curatorial Exhibition  |
| **參考舊作清單（請自選代表作五件）****List of previous works (for reference only; please select five representative works)** |
| 編號No. | 作者姓名Author Name | 作品名稱Artwork Title | 創作年代Year Created | 媒材Materials | 尺寸（長×寬cm）Size (length x width cm) | \*附件檔案\*Attachment files  |
| O1 |  |  |  |  |  |  |
| O2 |  |  |  |  |  |  |
| O3 |  |  |  |  |  |  |

**※預定展出之新作清單（本表格不敷使用時，請自行增添表列使用）。**

**List of (new) artworks to be exhibited (if this form doesn't have enough space, please add rows ).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 編號No. | 參與藝術家Participating Artists | 作品名稱Artwork Title | 創作年代Year Created | 媒材Materials | 尺寸（長×寬cm）Size (length x width cm) | \*附件檔案\*Attachment files  |
| N1 |  |  |  |  |  |  |
| N2 |  |  |  |  |  |  |
| N3 |  |  |  |  |  |  |

\*Format of attachment files:

1. 2-D, 3-D, and installation works: Please attach a digital image file in jpg. format and no more than 2MG for each work and save them on a flash drive or cloud drive according to the number sequence.

2. Video/audio multi-media works: Please attach an abridged version (about 3 minutes) and a full-length video of each work and record the segments onto a flash drive or cloud drive according to the number sequence (e.g., Wang XX 1/3, 2/3, 3/3).

3. For group exhibitions, each participating artist must fill out a copy of this form and attach relevant image or video files.

Form 4

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| **MoCA Studio (Applicable for Group and Curatorial Exhibitions)** |
| 展覽名稱Title of Exhibition |  | 展出團體名稱Name of Exhibiting Artist Group |  |
| 策劃人（申請代表人）Curator(Applicant representative) |  | 性別Sex |  | 出 生Date of Birth | 民國 年 月 日 MM / DD / YY/  |
| 通訊地址Mailing Address |  | 聯絡電話Contact Number | （公）(Office)（宅）(Home)（手機）(Cell)（傳真）(Fax) |
| 參展人名冊 Exhibitors Roster |
| 編號No. | 姓 名Name | 備註Remarks | 編號No. | 姓 名Name | 備註Remarks |
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Form 5

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| List of Application attachments(Please confirm and check the boxes next to the items.) |
| * Applicant’s information (including basic profile of the applicant, proposal, list of artworks for exhibition, along with other attachments.)
* Reference of image /video/ audio files for works to be exhibited (□ flash drive: Total \_\_\_ pieces; □ cloud drive: Total \_\_\_\_ links)
* Other (Total \_\_\_ pieces)
* Individual portfolios or other references/catalogues (Total \_\_\_ albums); reference

models for proposals (Total\_\_\_ pieces)* Applications for funding from other government agencies

(Title of agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Confirmed; □ Confirmation pending)* Other funding and corporate sponsorship

(detail and amount of funding and sponsorship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

〈圖一〉MoCA Studio展場平面示意圖
