

Application Guidelines for MoCA Studio Exhibition

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, Taipei (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 three 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

MoCA Studio: the museum's exhibition galleries 102 and 103. For details of the exhibition floor plan, please refer to Figure 1 of the "MoCA Studio Exhibition Application Submission Information".

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 Taipei City for the first time;
- (3) Proposals that have received government or private funding/subsidy and await exhibitions.

5. Submission Requirements

- (1) The application period for the 2024 exhibition schedule will open from May 1, 2024 at 00:00 to June 30, 2024 at 24:00. Please note that the timestamp on the postmark or email will be used to determine the submission time. Any submissions received after the deadline will not be considered for review.
- (2) Applicants must complete the required forms and provide all necessary documents as specified in the "MoCA Studio Exhibition Application Submission Information," which include: the applicant's basic information form, exhibition proposal including equipment requirements, list of exhibition artworks, exhibitors roster, list of attachments, exhibition layout.
- (3) Applications with incomplete information and required files will not be processed;

- (4) The submitted documents and related attachments will be kept on file by the museum, and will not be returned. 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: “MoCA Studio Exhibition Application”

Or submit the application documents via email, please send them to mocataipei@gmail.com, and specify “MoCA Studio Exhibition Application” in the subject.

- (6) The applicant shall guarantee that the submitted materials and the planning and execution thereof do not infringe upon the copyrights and intellectual property rights of others. The awarded party shall grant, without charge, a non-exclusive license to MoCA TAIPEI (including its supervising authority: the Department of Cultural Affairs, Taipei City Government) for the use of exhibition-related materials within the non-profit scope, with the authorization period not bound by the exhibition period.
- (7) For further inquiries, please contact the Exhibition Department:
Telephone: +886-2-2552-3721 (Ext. 224, 216) or email to mocataipei@gmail.com

6. Selection

- (1) The museum will commission the experts to perform the selection.
- (2) The museum will announce the selected applicants via the Museum website by the end of August 2024.
- (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 in 2025 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 based on the museum's plan for the entire year. The daily exhibition hours are the same as the museum's public visiting hours.
- (3) If, for any reason, applicants/artists cannot exhibit as scheduled, a written notification with specific reasons must be submitted to the museum at least three months before the exhibition start date. The museum holds the right to adjust the dates of the exhibition and/ or cancel the exhibitions if there are no other available time slots or spaces. In such cases, the second-place applicants may be selected.

8. Notifications

- (1) The selected applicant is required to execute the exhibition based on the exhibition plan. If the selected applicant intends to make any change regarding the exhibition, a prior given written notice must be given to and consented by MoCA TAIPEI. The determination of the execution of the modified exhibition shall be at the sole discretion of MoCA TAIPEI whose decision shall be final.
- (2) MoCA TAIPEI will offer maximum exhibition production fees of \$200,000 TWD for MoCA Studio exhibitions, this includes expenses on printing materials, interior construction (basic wooden wall and paint), shipping, insurance, installation and dismantling, and educational and marketing campaigns. The exact amount shall be specified in a separate written agreement between the museum and the selected applicant.
- (3) The exhibition venue is limited to the designated space. For details of the exhibition floor plan, please refer to Figure 1 of the “MoCA Studio Exhibition Application Submission Information”.
- (4) MoCA TAIPEI will seek audio and video equipment support from its sponsors. If the equipment does not fit the selected applicants’ needs, the selected applicants may prepare their own equipment.
- (5) In addition to the exhibition, one press conference and one forum or guided tour will be arranged and hold by MoCA TAIPEI
- (6) The Department of Cultural Affairs, Taipei City Government is the supervising authority, while MoCA TAIPEI acts as the executing party for the exhibition,
- (7) Please refer to Appendix 1 for the exhibition installation guidelines. The selected participant shall cooperate in signing a memorandum of understanding, contract, and other written documents with the institution, and comply with relevant regulations.

9. Other

- (1) In the event of force majeure such as natural disasters, epidemics, etc., the museum may adjust and implement relevant measures accordingly. For matters not covered in these regulations, the museum reserves the right of final interpretation and may revise them as necessary.

Appendix 1

MoCA Studio Exhibition Installation Guidelines

1. Please plan the exhibition installation schedule based on the installation period scheduled by the museum case officer and provide the relevant work schedule and the names of the staff assisting with the installation, in order for the museum to facilitate personnel access control and security management when the museum is closed to the public.
2. Please have your temporary access pass on you in clear display when entering into the museum during the exhibition installation period.
3. In order to maintain the cleanliness of the exhibition space and the safety of the exhibited artworks, the museum strictly prohibits participating artists and installation staff members from bringing any food or drinks (other than drinking water) into the indoor exhibition area. Please use the staffroom or go outside of the exhibition space when eating or drinking. Artists and those who assist in exhibition arrangements should abide by the safety protocol and regulations set by the museum.
4. Dangerous items are prohibited from being brought into the museum. Smoking and fire is strictly prohibited.
5. Smoking is strictly prohibited in the museum.
6. Please complete the exhibition installation within the schedule agreed upon and arranged by the museum.
7. Please refrain from bringing visitors to the exhibition during the installation and dismantling period without obtaining prior permission from the museum, as it may impact the exhibition progress. Non-essential visits are discouraged.
8. During transportation, large exhibits such as sculptures, metal works, and stands must be handled with proper ground protection measures or lifted off the ground to avoid damaging the floor. If any damage occurs, the responsible party must restore it to its original condition.
9. Please clean the exhibition space upon completion of exhibition installation/dismantling and don't forget your personal tools and equipment.
10. Please inform the exhibition case officer in advance before the official exhibition installation/dismantling dates of the tools or any related equipment needed for the installation/dismantling that the museum should help to provide, in order for the museum to coordinate and prepare the equipment with various departments. If there are any tools or equipment that the museum is unable to provide, the museum will notify the artist and related exhibition installation/dismantling staff before the installation/dismantling dates, in order for other support or preparatory work to be carried out.
11. Artists who have driven to the museum for the exhibition installation must park their cars at the parking lot of the Jiancheng Junior High School, after they have unloaded their artworks and tools. The square in front of the museum is not available for parking.
12. If you need further assistance, please approach the exhibition case officer or other members wearing a museum staff badge.

13. The photos and videos taken by the artist/team during the installation should only be used for record keeping, and this record shall not be made public without prior consent of the museum. This does not apply to the information that is already publicly known or can be known.