

## Application procedure

Applications for exhibitions at BK 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](mailto:expo-bk@tudelft.nl). Exhibition spaces are usually booked 3-6 months in advance.
2. Please add visual material (images, sketches or preliminary plans) to your application (p. 4).
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 the faculty.

## Prior to the exhibition

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

The Exhibition Committee provides a set of materials (boxes and panels, see the **materials overview**, p. 5-6). These materials should be applied for beforehand and are subject to availability. Any additional costs for the exhibitions are at the expenses of the organising party.

The communication department might be able to assist you in the communication and promotion of your exhibition (event calendar, netpresenter). You can contact them via: [communicatie-bk@tudelft.nl](mailto:communicatie-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](mailto:expo-bk@tudelft.nl). 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?

## Visual representation

4/6

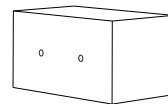
Please add visual material (images, sketches or preliminary plans) to your application:

The materials should be applied for beforehand and are subject to availability. For students wishing to use materials for their P5: please apply in time and state clearly the date on which need the materials. Please note that you have to **collect** and **return** the materials yourself from the BK Expo storage room. Contact us via [expo-bk@tudelft.nl](mailto:expo-bk@tudelft.nl) to make an appointment.

### Blocks

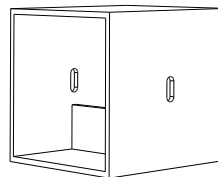
#### 01

Size 250 x 500 x 250 mm  
Amount 100  
Material wood



#### 02

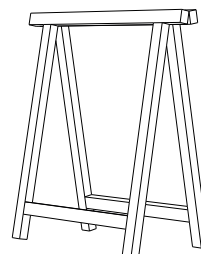
Size 500 x 500 x 500 mm  
Amount 45  
Material wood



### Trestles

#### 03

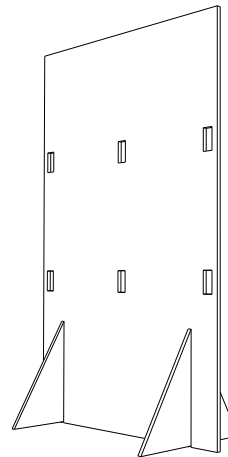
Size 740 (h) x 740 (b)  
Amount 100  
Material wood



**Panels****04**

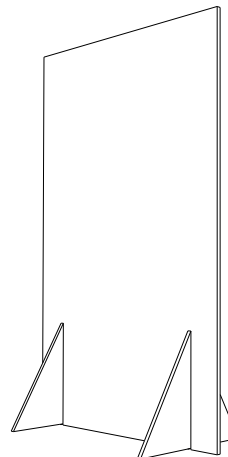
Size 1200 x 1850 x 18 mm  
Amount 24  
Material wood

Assembly triangular foot

**05**

Size 1200 x 1850 x 18 mm  
Amount 15  
Material wood

Assembly triangular foot

**06**

Size 900 x 2000 x 18 mm  
Amount 14  
Material wood

