

Exhibition Proposal

Private and Confidential

This **Exhibition Proposal** (the **"Proposal"**) is submitted by _____ (**"Proposer"**) to _____ (**"Recipient"**) for the purpose of outlining the concept, scope, and commercial terms for a proposed exhibition. This Proposal is intended for discussion and evaluation purposes only and is non-binding unless and until the parties enter into a separate written agreement.

1. Purpose of the Proposal

The purpose of this Proposal is to present the Proposer's concept and approach for designing, organizing, and delivering an exhibition tentatively titled _____ (the **"Exhibition"**). This document outlines the proposed exhibition theme, scope of work, timeline, responsibilities, and estimated costs to enable the Recipient to assess feasibility and alignment with its objectives.

2. Exhibition Overview

The proposed Exhibition is intended to showcase _____. The Exhibition is designed to engage _____ and align with the Recipient's mission, brand, or programming goals.

Key Details

Proposed Location:

Proposed Dates:

Exhibition Format:

Estimated Duration:

3. Scope of Proposed Services

Subject to further agreement, the Proposer expects to provide the following services in connection with the Exhibition:

- Concept development and curatorial planning
- Exhibition layout and visitor flow design
- Coordination of artworks, exhibits, or display materials
- Installation and de-installation planning
- On-site supervision during setup and opening
- General project coordination and reporting

Any services not expressly described above are excluded from this Proposal unless later agreed in writing.

4. Roles and Responsibilities

Proposer Responsibilities

The Proposer will be responsible for performing the services described in this Proposal in a professional and commercially reasonable manner, using qualified personnel and appropriate resources.

Recipient Responsibilities

The Recipient is expected to:

Provide timely access to the venue and relevant facilities

Supply accurate information and approvals when required

Obtain any permits, licenses, or permissions required for venue use, unless otherwise agreed

Designate a primary point of contact for coordination

5. Preliminary Timeline

The anticipated timeline for the Exhibition is as follows:

Phase	Description	Estimated Timeframe
Planning and Concept Approval	Finalization of exhibition concept	
Preparation	Content development and logistics	
Installation	On-site setup	
Exhibition Period	Public display	
De-installation	Removal and site restoration	

6. Budget and Commercial Terms

The estimated budget for the Exhibition is outlined below and is provided for planning purposes only:

Cost Category	Estimated Amount
Design and Planning	
Installation and Logistics	
Materials and Equipment	
Personnel and Supervision	
Contingency	
Total Estimated Cost	

Taxes, venue fees, insurance, and third-party costs are excluded unless expressly stated otherwise.

7. Assumptions and Dependencies

This Proposal is based on the following assumptions:

- The venue will be available for the proposed dates and purposes
- No material changes occur to the Exhibition scope after approval
- Required approvals and decisions are provided without unreasonable delay

Any deviation from these assumptions may affect the timeline or estimated costs.

8. Intellectual Property and Materials

Unless otherwise agreed in writing, all concepts, designs, and materials provided as part of this Proposal remain the property of the Proposer. No license or right to use such materials is granted by this Proposal alone.

9. Confidentiality

The contents of this Proposal, including pricing, concepts, and commercial terms, are confidential and may not be disclosed to any third party without the Proposer's prior written consent, except as required for internal evaluation purposes.

10. Non-Binding Nature

This Proposal does not create any legal obligation on either party. No binding commitment will arise unless and until a definitive written agreement is executed by both parties. Either party may discontinue discussions related to this Proposal at any time without liability.

11. Validity Period

This Proposal remains open for consideration until _____, after which it may be withdrawn or revised by the Proposer without notice.

12. Acceptance for Discussion Purposes

If the Recipient wishes to proceed to further discussions or negotiations based on this Proposal, an acknowledgment may be provided below. Such acknowledgment does not constitute acceptance of binding terms.

Acknowledgment

Acknowledged for review and discussion purposes only.

Recipient

Name

Title

Date

Signature

Proposer

Name

Date

Signature



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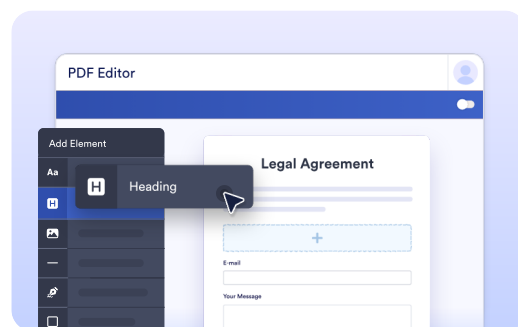
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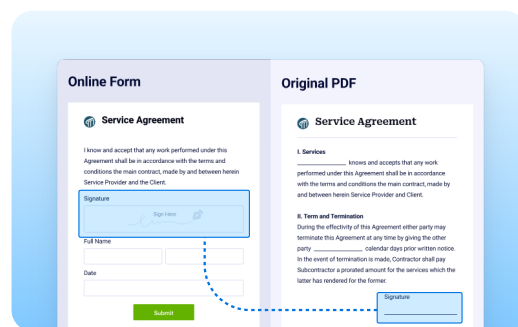
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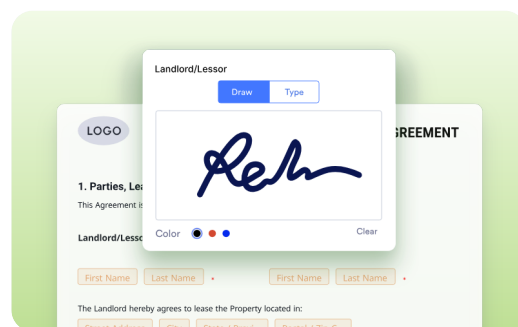
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