

# The Forum Space

## *How to Apply – Guidance Notes*



### ***Step 1: Space Suitability***

If you have not visited the Forum Space before, it is advised you do so before applying. This is to confirm the Space is suitable for your artwork. The Space consists of the concrete Curved Wall and the white flat Porthole Wall, and utilises a hanging system of rods and hooks. You are welcome to view the Space independently, or if you have questions and wish to book a short informal chat, please email [libraryevents@southend.gov.uk](mailto:libraryevents@southend.gov.uk)

### ***Step 2: Read our FAQs***

Please read our FAQs (linked from your e-invite or available on the Forum Website). If you have any questions not answered by the FAQs, please email [libraryevents@southend.gov.uk](mailto:libraryevents@southend.gov.uk)

### ***Step 3: Apply Online***

Follow the link from your e-invite or the Forum Website. Fill in our online application form. It is free to apply.

The Application Form will be live for a limited time (closure dates are noted on the form). If you are too early, or too late, you will see a message instead with further details.

There are questions about your exhibition, such as *Title*, which you may not be decided on yet – do not worry. We just need an idea of the type of exhibition you wish to hold. Questions which cannot be left blank will have a red asterisk beside them.

The form may only be completed electronically – no hard copies will be available. Upon submission you will receive an email confirmation and any further updates.

If you have any problems with the Online Form please email [libraryevents@southend.gov.uk](mailto:libraryevents@southend.gov.uk)

### ***Step 4***

Successful candidates will be emailed an offer to exhibit within two months of the Application Closing Date.