Content

Title：	Administration Directions for Use of the Exhibition Rooms of National Taiwan Arts Education Center Ch
Date：	2018.02.02
Legislative：	1.Promulgated on June 5, 1995 2.Revised by Order Yi-Zhan-Zi (87) No. 0429 on May 18, 1998 3.Revised by Order Yi-Zhan-Zi No. 0940000764 on March 16, 2005 4.Revised by Order Yi-Zhan-Zi No. 1000001711 on May 27, 2011 5.Revised by Order Yi-Zhan-Zi No. 1020001917 on May 24, 2013 6.Revised by Order Yi-Shi-Zi No. 1070000485 on Feb. 2, 2018
Content：	1. The National Taiwan Arts Education Center (hereinafter referred to as The Center), in order to effectively manage exhibition rooms, encourage presentations for arts education, and teacher-student participation in school field trips, facilitate the popularity of arts education and improve the quality of art creation, stipulates these management guidelines. 2. The use of exhibition rooms in the directions refers to the 1st, 2nd, 3rd exhibition rooms and aesthetic space that can be rented by organizers. 3. The exhibition rooms are available for Chinese ink paintings, Chinese calligraphy works, oil paintings, watercolor paintings, acrylic paintings, prints, sculptures, seal carvings, graphic designs, crafts, ceramics, photography, mixed media, installation art, interactive art and other types of art that are suitable to be displayed in the Center. 4. The Method of Apply to Use the Exhibition Rooms: (1) Qualifications ： ROC citizens, overseas Chinese, domestic public/private institutions, groups, schools and competent authorities of all levels are eligible to apply; however, overseas Chinese are required to authorize a representative in Taiwan to make the application. (2) Application Period: Applications to use Exhibition Rooms will be accepted from June 1st - August, 31st: every year, please submit all necessary information and materials to arrange the schedule for the exhibition rooms for the coming year. (3) Method of apply: Either online or on paper; for paper application, the applicant must fill in an application form, and the list of art pieces for review (please see attachment 1 and 2) and provide 5x7 photos or digital photos (created in PowerPoint format under Microsoft Windows) of the art pieces specified below. A. For solo exhibitions, please provide photos for at least 15 of the art pieces to be displayed; for joint exhibitions: please provide photos of at least 20 art pieces to be displayed; sample pieces are divided equally among participating artists; unapproved artists can't take part in any exhibitions. B. For 3-D art pieces, provide front view, side view and top view photos of each art piece. C. For art pieces in photo prints or digital photos, please specify the artist's name, the title, size, media, and year of

work completion. The photo prints shall be in A4 size with a front and back cover, table of contents and are to be bound together.

D. Attach a return-addressed envelope to the application materials if you need all materials returned afterwards; otherwise, application materials won't be returned. Please make additional copies before submission.

(4) Examination and Notification ：

All applications will be examed by the Center. Exhibition dates for approved applications will be arranged by the Center; the results will be announced on our website and applicants will be notified by mail

(5) Exhibition Scheduling ：

Exhibition dates will be arranged by the Center accordingly. Generally speaking, each exhibition period is 2-3 weeks (including exhibition set-up/ Tear Down). The opening hours for exhibition are 9:00-17:00 daily. Mondays (excluding national holidays), Chinese Lunar New Year's Eve, 1st day of the 1st lunar month are closed and days-off announced by the government due to typhoons or other natural disasters.

(6) Obligations to Pay and Exhibit for Approved Applicants:

A. Please hold the exhibition at the time period scheduled by the Center. The applicant shall sign a contract with the Center within the time period stipulated by the Center after receiving the notification. Exhibitions that can't be held at the scheduled time period can only be cancelled if the applicant notifies the Center four months prior to the exhibition period; only exhibitions that have special reasons for cancellation can be rescheduled if there are still available time slots in the same year; applicants who cancel late or without giving notification will be prohibited from applying for the exhibition rooms for the coming 3 years and any rental fees paid will not be refunded.

B. 1 month prior to the exhibition period, the applicant needs to pay the rental fees according to "Venue and Facility Maintenance Fee Standards". The Center will cancel exhibitions for applicants who fail to pay or sign contracts on time. Applicants applying to use Exhibition Rooms 1 & 2 at the same time will enjoy a 20% discount on the rental fees. Applicants who are non-profit institutions such as competent authorities or schools may enjoy a 50% discount on the rental fees.

C. The applicant is responsible for the printing of brief introductions, invitations, and albums of the exhibition, set-up/tear down, packaging, transport, insurance for the exhibited works, press conference, opening ceremony, ribbon-cutting ceremony and other relevant issues; the Center will post the exhibition information on its promotional channels; however, relevant written/graphic materials must be submitted to the Center two months prior to the exhibition.

(7)For remaining available time slots, the Center accepts last minute application which will be reviewed independently.

5. For exhibitions related to arts education, school field trips and

charities organized by competent authorities (government organizations) and schools, a complete proposal for the exhibition and detailed information on its significance for arts education, field trips and charity promotion for this exhibition must be submitted to the Center. Rental fees may be reduced or waived after materials have been reviewed by the Center.

6. In addition to the regulations listed above, all organizers shall observe the following:
   (1) All exhibited works must be framed properly; art pieces or 3D works without proper protection measures can't be put on display.
   (2) Placement of floral baskets and items not related to the exhibition is not allowed at the exhibition room; nor can any commercial activities be conducted there.
   (3) All exhibited works shall be removed from the exhibition room on the day of tear-down by 17:00 and retrieved by the organizer on the same day; the Center will not be responsible for any works left behind afterwards. The organizer is responsible for cleaning and restoring the venue to its original condition and will be held responsible for any damages.
   (4) During the time of the exhibition, the exhibitor(s) (group) should hold a guided tour at the exhibition room at least once and have people train our staff so that they may introduce the pieces on display to visitors and promote arts education..
   (5) Contents regarding all exhibited works, promotional materials, introductions or other info related to the exhibition must be approved by the Center beforehand..
   (6) For the purpose of promoting arts education, the Center has the rights to photograph, film, play, promote, educate for non-profit use all exhibited works.
   (7) The Center has the right to cancel any exhibitions if the exhibited contents breach the objectives of its establishment and administration directions for use of the exhibition rooms or attack others on purpose or are against morals; the exhibitor (group) will take the full responsibility for any infringements. The Center will not be held responsible for such acts.
   (8) After the schedule has been confirmed, the Center may ask applicants to reschedule their exhibitions due to unexpected circumstances.
   (9) If the organizer would like to hold any activities at the exhibition room, they shall check for proper lighting, sound equipment, facilities, equipment, quantities, locations of placement as well as how to get them during the Center's business hours beforehand. The Center does not accept any last minute requests for more equipment or other requests.
   (10) The Protection of the exhibited works and activities is the responsibility of the organizer; during the time the exhibition is held, if photography is prohibited, to maintain the service quality to visitors the organizer shall have staff at the scene to make sure it does not happen and attach warnings at visible locations before the exhibition opens to the public.

National Taiwan Arts Education Center
Application Form for Exhibition Rooms

Exhibition	☐ 1st Exhibition room , ☐ 2nd Exhibition Room, ☐ 3rd Exhibition Room, ☐ Aesthetics Space				
Name of the Applicant (Group Representative)	Chinese Name	Sex		Birth Year	
	English Name				
Mailing Address	(□□□－□□)				
Contact No. (Must Fill)	(H) (O) (Cellphone) (Fax No.)				
Name of the Exhibition			Planned Exhibition Period		
Name of the Group			1. D M Y D M Y 2. D M Y D M Y 3. D M Y D M Y		
Education (Painting Resume)					
Creative Concept or Brief Introduction to the Exhibition	Description of purpose includes contents of the proposal, layout plan, the activity description, its objectives, organizer(s) & co-organizer(s), participants, procedure, issues needing coordination… (You may write extra pages if more space is required)				

I am applying to rent the above mentioned venue and will follow the

regulations in the management directions. If there are any violations, I will accept my application being cancelled at any time and take full responsibility.

Applicant (Representative) (Signature)

Date

National Taiwan Arts Education Center the list of art pieces for review						
Type		art pieces for review		Sum of art pieces for exhibition		
		□Photo ___ □digital photos ___				
NO	NAME	Title	Dimensions H x W cm	Date	Material	Remarks

※(You may write extra pages if more space is required)

Applicant (Representative) (Signature)

Data Source： Laws and Regulations Retrieving System