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| Title : | National Taiwan Arts Education Center Utility Directions for Gallery Management  |
| Date : | 2011.05.27 |
| Legislative : | 中華民國84年6月5日簽奉館長核定實施 中華民國87年5月18日（87）藝展字第0429號函修訂 中華民國94年3月16日藝展字第0940000764號函修訂 中華民國100年5月27日藝展字第1000001711號令修訂 |
| Content : | <p>1.To encourage artistic creation, enhance artworks standard of fine arts, and expand arts education, the National Taiwan Arts Education Center (abbreviated as the center henceforth) will resort to fair utilization of social educational resources in order to establish favorable management of utility system. Hence, the direction is, hereby, stipulated.</p> <p>2.The sol-called gallery stipulated at the direction refers to the venue of gallery available at the administration center of National Taiwan Arts Education Center.</p> <p>3.The gallery will provide artworks of water-ink, calligraphy, oil painting, water-color painting, gouache painting, printing making, sculpture, carving, artistic design, craft, pottery, photography, mixed media, installation art, and interactive art and other artworks that are suitable to put on display at the center.</p> <p>4.For use of this gallery, they are found into two modes as exhibition by application and exhibition by invitation.</p> <p>5.Application of exhibition:</p> <p>a.Qualifications of application: any ROC citizens, Chinese who reside overseas and all those domestic public and private institutes, groups, schools, and various levels of government authorities are eligible to apply to the center. However, those applicants with identity as Chinese who reside overseas need to have attorney in Taiwan on their behalf for administration.</p> <p>b.Time of application: Applicant should attach with all of the related information and material from 1st June to 31st August to the exhibition section of the center for application, while the time-span of exhibition will be schedules from 1st January to 31st December of the other year. Applications that are not put for before during the above-mentioned date will not be processed.</p> <p>c.Ways of application: Applicant has to fill in application form and examination list of works; details are found in appendixes 1 and 2 (formatted paper can be collected in person, or mail to the center for request, or download from exhibition venue for lease item under the category of venue lease at http://www.arte.gov.tw), and attach 5 / 7 inches of photos or CDs of following number of works for examination (please use Windows system or PPT software) to submit to the center for application:</p> <p>(1)For solo exhibition, applicant should tender more than 15 pieces of works intended for display; for joint exhibition, applicant should tender more than 20 pieces of works intended for display, and these works should be evenly shared among those who take part in the exhibition; those works that have not been examined cannot be put on for display.</p> <p>(2)For those 3-D works that are intended to put on display, the front view, side view, and top view of each work has to be photographed.</p> <p>(3)The work has to be produced in photo album or as CD content, and the name, work title, size, media material, and year of creation of each piece should be noted. Besides, the specification of the work album has to be in A4 size, including front cover, bottom cover, and content page, and they have to be bound.</p> <p>d.Review and notice:</p> |

(1)For previous case of application, this center will invite arts education scholars and experts to make up review panel committee for examination.

(2)When it passes the examination, the center will arrange schedule of exhibition, and it will also announce at the website of the center and notices the applicant. For those who fail the examination, the center will send notification to the applicant and retrieve their works for examination. The center will not be held responsible for those works that are not collected works beyond deadline. These works will then arbitrarily be disposed by the center, while the applicant (group) or authority cannot, in any circumstances, put forth any objection.

e.Arrangement of exhibition schedule:

For the use of this gallery, the center will arrange according to its schedule, and every event will, in principle, be offered with three weeks (including decoration and of duration for setting up and dismantling exhibition.) The time of exhibition will be 09:00am to 17:00pm everyday.

f.Payment and entertainment of exhibition responsibility: exhibition by application, and those are cleared examination should:

(1)Follow the schedule arranged by the center to put on exhibition, and sign the contract within designated deadline after the receipt of notice from the center. If for any reasons that exhibition cannot be put on as scheduled, applicant should notify the center for cancellation 4 months ahead of the event; unless with any particular reason and there are still open schedule for adjustment to change the schedule, otherwise applicant cannot request for change of schedule. Applicant cannot make any application to the center within the next three years if they have notified the center in excess of deadline or simply didn't not notify. And applicants who have paid for the rental money won't be refunded.

(2)Based on the number of days for event, applicant will tender rental money one month before the schedule, and the rent money for venue is NT\$6000 per day (it is reckoned as a day if it is less than a day).

(3)Events that are issued document by school authority in application for exhibition are exempted of rent money if the event has passed the examination.

(4)For introduction pamphlet, invitation card, production of books and monograph, setting up and dismantling of exhibition, packaging, delivery, insurance, press conference, reception party for opening ceremony (it is necessary to notify the exhibition sponsor 15 days before the event), ribbon-cutting and other related businesses and expenses relevant to the exhibition, they have to be dealt with and entertained by the applicants themselves. However, the publicity of arts education will be produced and printed by the center free of charge, and related pictures and documentary information have to be provided to the person of the center in charge of exhibition two months beforehand.

6.Invitational exhibition:

a.Invitational exhibition will, based on the annual exhibition program, invite noted artists, artistic groups, and school authorities for sponsoring.

b.Subjects invited for exhibition should be equipped with one of the following qualifications:

(1)The applicant has worked in the teaching of related artistic program in any recognized domestic or overseas university or college and is equipped with qualification as lecturer.

(2)The applicant has worked as a member of evaluation (judge) commission for artistic exhibition in provincial (city) level or above.

(3)The applicant has worked as a member of evaluation (judge) commission for internationally well noted artistic exhibition.

(4)The applicant has been awarded with top three honors from national fine arts exhibition, and cultural and artistic creation prize by the Ministry of Education or invited for exhibition.

(5)The applicant has won recognition and reputation domestically and internationally for artistic achievement, which is found recorded in bibliography.

(6)The applicant is the group with artistic and educational function from joint international exchange exhibition or national professional annual exhibition.

c.Those invited exhibitors (groups or school authorities) should be readied

with works album, exhibition invitation, and works lists within agreed time limit (details as found in appendixes 1, and 2, while formatted paper can be collected on their own, or mail to the center for request, or download from the exhibition venue for lease item under the category of venue lease at <http://www.arte.gov.tw>) along with relevant document of proof to be sent to the center for corroboration. The center will, if necessary, submit exhibition works to review panel of committee for examination.

d.For invitational exhibition, the center will act as the arranger. Aside from works that are provide free by exhibitor for display, the packing and transportation, insurance, publicity, setting up of exhibition, dismantling of exhibition, and the design and production of exhibition invitation, poster, large-scale sign-board, mailing and other affairs concerning invited parties' works will be administered by the center. In addition, educational arts activities and promotion in coping with exhibition can be jointly studied \for sponsoring with the center, while the needed expenses within budget will be entertained by the center. The invited parties are free payment of rental money for venue.

7.Applicants who have utilized the gallery for exhibition must, aside from the above-mentioned directions, also abide by following items:

a.Exhibited works must be mounted with frame, and those have not and, 3D works that are not provide with safety measures won' t be authorized to put on display.

b.Within exhibition space, floral baskets and any objects that are not relevant to the exhibition are not allowed for placement and display, and any commercial activities are not prohibited.

c.On the last day of the exhibition, exhibited works should be dismantled before 17:00 pm and retrieved on the very day, while the center is not liable for responsibility of safe-keeping. Upon the completion of exhibition, the venue should be restored with cleanliness and tidiness, and exhibitors are responsible for compensation if any ruin is being made.

d.During the time span of exhibition, exhibitors should send out personnel or assist service staff of the center to help explain to the audience so as to promote arts education.

e.Content for all of the exhibited works, publicity articles, and flyers or other exhibition information must be approved by the center before they can be put on display and utility.

f.Based on arts education promotion, the center is entitled with the non-making rights for all of the exhibited works in terms of photography, video, broadcast, publicity, education, and promotion.

g.If the content of exhibition is found infringed with the establishment purpose of the center, utility directions of management, or deliberate attack on others and violation of decent code of conduct and custom, the center is entitled with the right to deny exhibition; if the exhibition content is found with infringement, it is full responsible by the exhibitor (group) and the center won' t be liable for any legal consequence.

h.After the gallery has settled with the exhibition schedule, it can notify the applicant or the invited personnel to adjust their schedule when the center is encountered with the need of business.

8.For matters not mentioned in the directions, the center will administer based on other regulations of the center.