

# CENTRUM GALLERY REGULATIONS

## §1 GENERAL INFORMATION

1. These **Regulations** define rules for organising exhibitions and overall activity of the **Centrum Gallery**, hereafter called the **Gallery**.
2. The **Gallery** is an exhibition space of the International Print Society in Krakow (Stowarzyszenie Międzynarodowe Triennale Grafiki, SMTG), which has legal personality. The Board of SMTG is the **Gallery's** body of rules. The statutory activity of SMTG constitutes the **Gallery's** activity.
3. The **Gallery** is located in the International Centre for Graphic Arts in Krakow, Rynek Główny 29, 2<sup>nd</sup> floor.
4. The **Gallery** is a place of promotion and popularisation of graphic arts, and a space for integration of the graphic community. It is also organising exchangeable exhibitions with other national and international institutions.
5. An exhibition in the **Gallery** can be organised if the request is approved by the Board of SMTG and after a fee for the statutory goals of SMTG resulting from the §6 p. 9 of the Statute "spreading the information about contemporary world print and stimulation of artistic pursuits in this field of art" is paid. Following options are available:
  - Three-week exhibition of a Member of SMTG: 500 Euro
  - Three-week exhibition of a Non-attached Artist: 650 Euro

## §2 MANAGING THE CENTRUM GALLERY

1. The Board appoints the coordinator of the **Gallery**, who receives the proposals submitted by Members of SMTG and Non-attached Artist, hereafter called the **Applicants**, submits them to the Board for approval, and coordinates all activities connected with organisation of exhibitions.
2. The Board of SMTG accepts or rejects the proposal.
3. The coordinator of the **Gallery** sets the date of the exhibition in agreement with the Board of SMTG.
4. Exhibitions in the **Gallery** last three weeks.
5. The **Gallery** is open to visitors from Monday to Friday, from 11 a.m. to 4 p.m.
6. Individual exhibitions of the same **Applicant** cannot be organised more often than once in five years.
7. Vernissages of exhibitions take place on Wednesdays at 6.00 p.m.

8. There is a possibility of organising a finnisage of an exhibition or another accompanying event. To do so the **Applicant** should inform the coordinator of such wish and discuss necessary details.

### **§3 PROPOSAL SUBMISSION**

1. **Applicants** who want to organise an exhibition must submit a written proposal and documents mentioned in §3, p. 2. All documents should be sent to address [smtg@triennial.cracow.pl](mailto:smtg@triennial.cracow.pl) or submitted directly to SMTG Office in Krakow (Rynek Glowny 29, 1<sup>st</sup> floor) three months before the planned exhibition at the latest.
2. Submitted proposal should contain:
  - Full name of exhibition's participant/participants
  - **Applicant's** contact details
  - Title of the exhibition
  - Proposed date of the exhibition
  - Conception of the exhibition
  - Technical specifications
  - Exhibition's participants portfolio
  - Membership declaration (from participants who are Members of SMTG)
  - Cost evaluation with possible sources of financial support (if the project requires that).
3. The Board of SMTG is obliged to consider submitted proposal and inform the **Applicant** of its decision 21 days after the date of receiving the proposal at the latest.
4. The decision of the Board is final and cannot be revoked.

### **§4 GALLERY'S OBLIGATIONS**

1. The Gallery provides black-and-white posters (10) and invitations (30).
2. The Gallery distributes at its own expense 20 invitations and delivers 10 invitations to the artist.
3. The Gallery notifies media and all recipients of SMTG Newsletter about the exhibition.
4. The Gallery publishes an invitation and a note about the exhibition with a package of reproductions on SMTG website and SMTG profile on Facebook.
5. The Gallery publishes exhibition's documentation on SMTG website.
6. The Gallery provides help and technical support during the assembly and the disassembly.
7. The Gallery is protected by a door, a grating with a padlock in the entrance, a door to the hall on the 2<sup>nd</sup> floor, and an intercom.
8. The Gallery does not insure works for the duration of the exhibition.

## §5 APPLICANT'S OBLIGATIONS

1. The **Applicant** conducting an exhibition in the Gallery is obliged to sign an agreement (a month before the opening of the exhibition at the latest) and pay a fee (two weeks before the vernissage at the latest).
2. The **Applicant** agrees to prepare a set of works and deliver it to the Gallery, as well as paid a fee for sending works back or get them back on applicant's own.
3. The **Applicant** agrees to send a note (press release) about the exhibition (in Polish and English) and reproductions of the presented works eight weeks before the vernissage at the latest.
4. The **Applicant** agrees to bear additional costs resulting from unusual mounting and/or exhibition solutions.