

## Notes on Use of Exhibition Venue of Kaohsiung Municipal Social Education Hall

Stipulated on November 5, 1998

Amended and passed on November 6, 2003

1. Kaohsiung Municipal Social Education Hall (abbreviated as the hall hereafter), in order to elevate the standard of artwork and appreciation and to make thorough use of the currently available exhibition site, stipulated these regulations according to the present condition.
2. The exhibition of the hall is divided into two types—applied exhibition and invited exhibition.
3. Exhibition applicant should accommodate the following items:
  - 1) Exhibition application should be filed by the art worker or the agent with the application form (form as attachment) to the hall.
  - 2) Applied exhibition should be artwork of traditional Chinese painting, calligraphy, western (aquarelle, canvas, gouache) painting, photography, and other artwork suitable for the hall exhibition.
  - 3) Exhibition application should be filed in January each year with the expected exhibition date decided by the applicant. After the hall or the invited expert/scholar verifies and approved, the exhibition date will be scheduled. If more than two applicants with the same expected exhibition date passed the verification, the hall will draw to decide which one to keep the expected date. The hall will schedule another date for the one who did not get the drawing. If the applicant is unable to accommodate such scheduled date, the hall will prioritize the applicant for the exhibition in the following year.
  - 4) Exhibition having passed the verification is divided, by the hall according to the result of verification, into invited exhibition and applied exhibition. The hall will hence process the invitation procedure or notify the applicant to process the borrowing procedure.

The invited exhibition is exempt from the charge of site usage fee.  
Exhibition applicant should follow the regulations of “Fee Schedule of Site Usage” of the hall during the process.
- 5) The invited exhibition is to be considered according to the following qualifications. The hall may invite individuals or organizations.
  - (1) Senior artist whose artwork is creative and well-known.
  - (2) Domestic or oversea distinguished artist whose work is awarded or recommended by executive institution of education/culture.
  - (3) Full-time university/college art professor verified and certified by the department of education.
  - (4) Has selected or conferred honor award by internationally renowned exhibitions.
  - (5) Others considered by the hall as qualified for exhibition invitation.
- 6) Applied exhibition, after the hall scheduled the exhibition date, should notify the hall two months prior to the exhibition date if unable to exhibit on time. Exhibitor failing to exhibit without reporting or ceding the exhibition date without approval of the hall is not allowed to file any exhibition application within two years.
- 7) Exhibition-related matters should conform to the following regulations:
  - (1) Exhibition advertising is responsible by the exhibitor (press release can be composed by the exhibitor and handed to the hall for publishing).
  - (2) Exhibition site arrangement, after being decided by the joint discussion between the exhibitor and the hall, is responsible by the exhibitor. The hall provides assistance. Invitation cards, poster, and advertise briefing are to be designed and produced by the exhibitor after the verification of the hall. The expense is the sole responsibility of the exhibitor. The exhibitor is responsible for exhibition piece packaging, shipping and insurance.
  - (3) Site arrangement should be finished by 5:00PM the day before the exhibition starts. The exhibition pieces should be taken back by 10:00AM the day after the exhibition ends. The exhibition site should be

recovered.

- (4) Exhibition pieces should not be labeled for price or have relation with any other methods of commercial behavior.
- (5) During the exhibition period, the exhibitor or organization should assign specific people to provide on-site explication and artwork maintenance. They should be attentive to their comportment, courtesy, and service attitude.
- (6) Exhibitor should use the site according to the hall regulations and the instructions of management staff. If not following the regulation or instruction and resulting in damage, the exhibitor is responsible for the compensation.
- (7) Inside the exhibition site, besides hanging artwork and other explanatory materials, it is not allowed to post any unrelated advertising information. The exhibitor is requested to fully carry the environmental effort and to reject flower baskets and rings. (If unable to reject, the exhibitor should dispose the flower baskets within three days of exhibition to maintain the environmental cleanliness.)
- (8) During the exhibition period, the exhibitor is responsible for the security and insurance of all exhibition pieces; if loss occurs, the hall does not hold any responsibility of compensation.

#### 4. Appendix:

##### 1) Exhibition time:

Everyday from 9:00AM in the morning to 5:00PM in the afternoon (open on holidays and national holidays).

Cianjin branch: Everyday from 8:00AM in the morning to 5:30PM in the afternoon (open on holidays and national holidays).

- 2) In order to accommodate policy promotion or superior institution which accidentally necessitates the special exhibition, when the hall-held activity is in conflict with the exhibition schedule, the hall-held activity has the priority. The originally scheduled exhibition is to be re-scheduled. The exhibitor cannot raise any disagreement.

##### 5. These regulations are to be enforced after passed by the hall affairs meeting; same as amendment.