

AGREEMENT to Participate in the Prague Quadrennial 2015

Agent: Arts and Theatre Institute
with its registered office at:
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BIC (SWIFT CODE) KOMBCZPPXXX
Represented by Pavla Petrová, Director
Herein referred to as the Organizer

Exhibitor: Divadelný ústav Bratislava
Located at: Jakubovo nám. 12
Company Identification No. / Registration No. 164 691
VAT No. 2020829921
Represented by Vladislava Fekete, position: Director
Herein referred to as the Exhibitor

I. Subject of Agreement

The subject of this agreement is between the **Organizer**, who has been appointed by the Ministry of Culture of the Czech Republic to realize the Prague Quadrennial of Performance Design and Space 2015 (further only PQ' 15) from June 18th to the 28th 2015 in Prague, Czech Republic, and the **Exhibitor** who will realize the exhibition of **SLOVAKIA** in the Section of Countries and Regions.

II. Lease and Reimbursement of Exhibition Space Fees

1. In the Section of Countries and Regions the Organizer will provide the Exhibitor with the exhibition space **C7** (44 m²) situated in the Prague Crossroads - St. Anne's Church.
2. a. In the Section of Countries and Regions the Organizer will provide the Exhibitor with exhibition space and services connected to the use of the space

(see paragraph II. 2. b) for a fee **120 EUR per 1 square meter (m²)** above the space of 20 m² for the whole period of construction, exhibition and deconstruction:

- in the Section of Countries and Regions of $(44 \text{ m}^2 - 20 \text{ m}^2) \times 120 \text{ €} =$
2880 €

The total fee for the use of the exhibition space for the entire period of the exhibition is 2880 € + VAT 21% = **3484,80 €**.

b. The above mentioned exhibition fee includes standard electricity input and general daily cleaning of the area, free registration for Curators of the exhibition (max 2 persons, upon the approval of the Organizer in advance) which allows the entrance to all PQ Exhibition Spaces and programmes for free except workshops and special performances, free registration for performers/speakers who are part of daily live events within the country's exposition (upon the list of artists approved by the Organizer in advance), 5 free daily tickets for each team, 1 pc of Catalogue for free, 2 pc of programme brochure, free entrance for technical team of each country during construction and deconstruction period only (upon the list of the team approved by the Organizer in advance), invitation for the PQ Grand Opening and Awards Ceremony.

c. The Organizer will send pro forma invoice for the total fee for the use of the exhibition space (3484,80 €) to the Exhibitor until December 31, 2014. The final invoice will be sent to the Exhibitor in March 2015. The fee must be paid to the Organizer as outlined in an invoice by **March 31, 2015**.

If these fees have not been paid within mentioned deadline, the Organizer reserves the right to refuse the Exhibitor the opportunity to exhibit in the PQ' 15.

3. The Exhibitor is entitled to use the exhibition space in all exhibition sections only during the periods of construction, exhibition and dismantling of the exhibition that are specifically mentioned in the paragraphs below (II.4, II.5., II.

6). The Exhibitor is not allowed to enter the Exhibition Spaces outside the designated periods.

4. Exhibition opening time is as follows:
From June 18, 2015 until June 28, 2015, daily from 10 a.m. to 7 p.m.
The Exhibitor is entitled to use the space no earlier than 30 minutes before the opening time and no later than 30 minutes after the closing time.
5. The Organizer will provide the Exhibitor with a preparation time as follows:
From June 13, 2015 8 a.m. until June 16, 8 p.m.
6. All exhibits in all sections must remain fully intact until the PQ' 15 has officially ended. **The Exhibitor is not allowed to begin dismantling the exhibit before 8:00 a.m. on June 29th. Disturbing or tearing down any exhibit, or any part of the exhibit, prior to the closing of the PQ' 15 may result in the refusal by the Organizer to accept or process the applications for subsequent exhibitions.**
7. If the Exhibitor will also have an exposition and/or performance in public space, the Organizer will only assist with obtaining the city permission for use of the space. All organizational and other issues and all costs are upon the Exhibitor. The Exhibitor will respect the limitations and rules given by the Organizer (stated in Appendix No. 2 of this Agreement) and will inform the Organizer about such activity as detailed as possible. All activities in public space have to be approved first by the Organizer. Specific details of projects taking place in public space will be determined in written amendment to this Agreement.
8. In some of the PQ Exhibition Spaces (Topič salon and Kafka's House) it is possible to alter the walls from the inside of the building (painting, using nails) **after consultation with the Organizer. All changes must be put into the original state by the Exhibitor and at the costs of the Exhibitor. In all other PQ Exhibition Spaces such alterations are strictly forbidden.**

9. **The Exhibitor must follow all regulations established by the Organizer in all versions of the Organizational Manual of the PQ' 15 that are regularly distributed to the Exhibitors representatives and announced on the PQ official website (see <http://www.pq.cz/en/organisational-information.html>). The Exhibitor must follow the deadlines established by the Organizer. The main deadlines are stated in Appendix No. 1 of this Agreement. All deadlines are part of all versions of the Organizational Manual.**

III. Equipment and Construction of the Exhibit

1. Construction and installation of the expositions **is organized and realized by the Exhibitor.**
2. In case the Organizer will provide the Exhibitor with other optional services that are not included in this Agreement, a written amendment to this Agreement will be made and these services will be charged to the Exhibitor. The Organizer will inform the Exhibitor of the conditions and fees of the additional expenses by February, 2015 at the latest. The fees of these additional expenses must be reimbursed to the Organizer by March 31, 2015 as outlined in the invoice that will be sent to the Exhibitor. **In the event that the additional expenses are not paid in full, the Organizer reserves the right to revoke the possibility of the Exhibitor to exhibit in the PQ' 15.**

IV. Exhibition Components

1. The Exhibitor is obligated to secure ALL author's rights and copyrights for ALL exhibited components (photographs, video materials, film materials, music, designs, etc.) that will be on display during the PQ' 15 and in ALL sections of the PQ' 15, and guarantees that the Organizer will not be held responsible for any demands made by any third party.

2. The Exhibitor authorizes the Organizer with the right to photograph and document (in the form of video, audio or any other form of digital recording, etc) the exhibit and individual components of the exhibit:

- for documentation purposes of the PQ' 15;
- for the use in future publications (either printed or electronic) prepared by the Organizer in connection with the promotion of the PQ' 15 Exhibition;
- for future promotional purposes of the Prague Quadrennial as a whole (either in printed or electronic form or in organized exhibitions).

The Exhibitor provides the Organizer with the rights to the photographs and video recordings of the exhibit (or any part of it) without any financial compensation.

The Organizer will obtain the right for these materials in the Czech Republic and the rest of the world.

3. The Organizer does not warrant that the exhibit or any part of it be photographed or video-recorded by any other subjects, such as journalists or any other subjects. The Exhibitor is responsible to visually indicate in Czech and in English if he does not wish that his exhibit (or any individual part of it) be photographed or recorded by other subjects than by the Organizer. If he does not provide this visible information in his exposition, it means that he consents to photography and video recording.

V. Other Provisions

1. Participation of the Exhibitor in other exhibitions and projects of the PQ' 15 including projects in public space will be determined in written amendment/s to this Agreement.

2. Both parties to the Agreement hereby declare that they enter into this agreement of their free will and seriously, in witness where of they attach their signatures below.

3. Any changes in the Agreement may only be made by a written amendment.

4. The Agreement shall be executed in two originals, out of which each contractual party shall receive one.

5. By signing this document, the Exhibitor agrees and accepts all terms of the Agreement.

Date:

On Behalf of the Organizer:

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Pavla Petrová

Date:

On behalf of the Exhibitor:

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Vladislava Fekete

Appendix No.1 – Main Organizational Deadlines

- January 31, 2015** Exhibitor must send the signed contract to the Organizer
- January 31, 2015** Exhibitor - Deadline for completing the Catalogue's online data entry form
- February 28, 2015** Exhibitor should inform the Organizer about Live Events in their expositions programs including the Days of Countries and Regions
- March 31, 2015** Exhibitor – Payment of the space fee according to the invoice sent by the Organizer
- April 1, 2015** Exhibitor - Deadline for sending English descriptions of the exhibits to the Organizer
- June 13, 2015,
8 a.m.** Exhibitor - the installation of exhibits begins
- June 16, 2015,
8 p.m.** Exhibitor - End of installation
- June 18 – 28, 2015** 13th Prague Quadrennial
- June 29, 2015,
8 a.m.** Exhibitor - the dismantling of exhibition begins

All deadlines are part of all versions of the Organizational Manual (<http://www.pq.cz/en/organisational-information.html>).

Appendix No. 2 – Limitations and rules for expositions and performances in public space

1. The installation or performance should not be a barrier within the public space. The installation may not cause any limitations for city transport or pedestrians. If there are any city properties, statues, green areas, or other permanent installations in your space, they must be respected. Any intervention with city property is not allowed and nothing should be moved. Also, any kind of pollution or damage of public space is prohibited.
2. No electricity for public space projects will be provided by the PQ Organizer in general. All expositions have to be able to be displayed without electricity or any kind of generators.
3. No water supply is to be used in public spaces for the expositions.
4. No fire is allowed in public spaces for the expositions.
5. All charges for the city's permission for use of space, storage room, technical equipment, or any other special requests are paid by the Exhibitor upon previous calculation made by the PQ Organizer.
6. The expositions should be built in such a way that it or any part of it cannot be stolen (no small parts that could be unattached, all spaces should be well locked). Security costs directly related to installations in public spaces have to be covered by exhibitors unless no need of security is approved by the PQ Organizer. Generally, all installations in public spaces need security during the time of set up, the exhibition itself, and strike down.
7. Exhibitions or performances in public spaces must take place between 6 am and 10 pm if not otherwise individually agreed upon with the PQ Organizer.
8. Amplification of the installation is possible just while keeping the noise limit at 45dB, but only until 10 pm. After 10 pm is any noise inadmissible.

Any exceptions or technical requirements not listed above must be discussed with the PQ Organizer in advance.