

## Rules for Organising Exhibitions (Memo for Artists)

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### Exhibition preparations:

Please submit the following to the gallery staff at [artifex@vda.lt](mailto:artifex@vda.lt) at **least one week\*** before the opening of the exhibition:

- Annotation in the Lithuanian and English (!) languages;
- Several photos representing the exhibition (may depict a specific element of the art object or be just some visual);
- Details about the art objects (title, dimensions, technique, year of creation and duration) in the Lithuanian (!) and English languages (if needed);
- Filled contract form of personal information for concluding a contract: first name, last name, national identity number, address, phone number or e-mail address;
- Poster layout, e-invitation and banners for online publicity must be approved on. The poster will be designed for you by the gallery staff, but the poster should be printed by the artist himself. The poster information should be also available in Lithuanian and English.

The price list of services (layout design, display, translation) for which fees are charged is provided at the bottom of this memo.

\*If you are preparing information in only one language, please take note that 2 to 3 business days are needed to complete translation so please submit the information at an earlier date.

If you fail to timely submit the above-mentioned information, the gallery will be unable to publicise and disseminate information about the exhibition and will not be held responsible for this.

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- 1) **Printing:** please submit at least 5 copies of A3 size printed paper posters to the gallery at least 5 business days before the opening of the exhibition. The author should print the remaining print material (as per need), an exhibition annotation, labels (outline) before the opening of the exhibition. The gallery can only arrange black and white printing on standard 80 gsm A4 sheets. For exhibitors from abroad we will help with that – do not worry.
- 2) **Display:** the author is responsible for arranging the exhibit display. The gallery does not have a technical worker specifically in charge of arranging the exhibit display but the gallery staff can assist in arranging the exhibition as per individual author's requests. The gallery's usual practice is to give the artist a key to the gallery and the artist arranges the exhibit display single-handedly (after making himself/herself familiar with the Rules for Organising Exhibitions and the lighting adjustment options). Once the exhibit display preparations are complete, the key is returned to the gallery staff. There is white paint and a roller available for use to refurbish the walls before the exhibition, if needed.
- 3) **The list of the tools/equipment available at the gallery:** a tall ladder, a hammer, a screwdriver, pliers, a hobby knife, adhesive tape (one-sided or double-sided), rubber frame protectors, nails, screws, hooks, hanging supplies (nylon display thread cord for hanging pictures), scissors; a drill (regarding hanging arrangements we recommend that you consult the gallery staff in advance).
- 4) **The gallery may provide the following for your display exhibit (as per request):**
  - Two digital photo-video frames BRAUN DigiFrame 1731 8GB. Display size 43,94 cm (17.3"), 16:9, 1920 x 1080

pixel resolution, for presentation of digital pictures, film clips in Full HD (1080p) and MP3 music files. Seven small white shelves (260x300 cm) and three larger ones (260x600 mm). There is no possibility to connect headphones (no aux connection).

- White shelves: 6 small (26(width)x30 (length)x5 (thickness) cm) and larger: 1 (26x60x5 cm), 1 (26x110x5 cm), 1 (26x190x5 cm).
- Platform stands: Two small stands: 85(height)x30(width)x27(width) (can be placed horizontally); one white stand: 50x50x50 cm.
- BenQ“ MU613 projector. Without USB connection (connects to the mini-computer from which the content is played).
- Slim Full HD LED TV 40PFT4100 / 12. (gives a slight bluish tinge). Wall mounted.
- Two rechargeable mini loudspeakers (bluetooth, microSD, Aux; can last about 4 to 5 hours if fully charged; rechargeable via USB port; can also be connected to a power socket with a plug or via USB to the computer (a USB charger or a USB power bank). A power bank is not available.
- An old computer (Windows OS).
- Line laser level „Bosch PLL360“.
- Other means or equipment required for the expositions are taken care of by the artist himself. Of course, you can contact the gallery staff directly - we will try to borrow from colleagues if needed.

5) **You are allowed to make any modifications or alterations** (drilling, nailing to walls or ceilings, etc.) at the gallery, provided that the gallery display area is left free of any damage after the exhibition (the display area must be left in the same condition in which it was provided and prepared for the next exhibition). The gallery will provide fine white plaster, a plastering trowel, white paint, brushes and rollers.

6) **Procedure for opening exhibitions:** the opening of the exhibition takes place according to an individual scenario and in each case it is based on the artist's personal requests (the artist can refrain from organising the opening of the exhibition). The usual opening time is Tuesday 6:00 p.m. During the exhibition opening, the artist is invited to personally present the exhibition to the attendees of the opening event since the gallery follows the principle of providing an authentic presentation of the artist's concept ("first-hand information"). Nonetheless, the gallery remains open to any scenario! .....

7) **Refreshments served during the opening of the exhibition:** The author is responsible for any refreshments or drinks served during the opening of the exhibition (based on personal needs, requests or exhibition concept; these are not a mandatory part of the opening event). The gallery can provide reusable glasses (about 24 pcs) and a flower vase.

8) **The gallery requests that the author gives one or several tour-type presentations of the exhibition (other presentation formats can be used) during the period of the exhibition.**

9) The gallery should be cleaned (including walls or ceilings, if needed) immediately following the closing of the exhibition, i. e. on the day of the closing event (the usual closing time is Friday after 6:00 p.m.). The art objects should be removed and the display area should be left in an orderly state for the next exhibition).

10) The gallery takes photos of the exhibition and works, but these are usually just phone-quality shots. We recommend and wish that the exposition be captured in good quality photos and the photos are shared with the gallery. We have several contacts of photographers that we can offer, but the service should be paid for by the artist himself.

#### **Price list of gallery services subject to fees:**

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If you request any services subject to fees, please contact us at your earliest convenience so that we have time to make all arrangements.

1) **Exhibit display fee\*:**

Those who wish to hold exhibitions at VAA Textile Gallery ARTIFEX are charged a maintenance cost fee (**weekly fee** EUR 150 (VAT included)).

\* Please contact the gallery staff to enquire if you have to pay for your exhibit display. Members of the VAA community including VAA teachers and students of any level as well as alumni students (up to 2 years after graduation) can use the exhibition space FREE OF CHARGE! The gallery also reserves the right not to charge artists invited at the gallery's own initiative an exhibit display fee.

2) Design, layout price:

There may be different individual preferences. Prices for orientation: A3: EUR 15; A4: EUR 10 (outline, labels, annotation and other small tasks as well as stickers);

3) Technical installation of the exhibit display (hanging art objects, shelves, TV screens, etc.): EUR 50 for 3 hours;

4) A4 black and white printing: free of charge; other printing (color, stickers, etc.) according to the invoice issued by the printing company.

5) Translation to/from English: EUR 15 for A4.

6) If you want a professional photographer to capture your exposition and your opening event, we can match this also:

For example: Light Stroke Photography Services: 1 hr - 60 Eur; 2 hr - 45 Eur / hr, 3-5 hr. 35 Eur / hr.

You will get good quality press releases and lower quality photos for online publicity.