

## 中國文化大學華岡博物館展覽場地申請辦法

60.5.11 第 421 次行政會議通過  
66.8.10 第 726 次行政會議修正通過  
67.4.19 第 759 次行政會議修正通過  
88.6.2 第 1489 次行政會議修正通過  
109.9.2 第 1772 次行政會議修正通過  
111.5.4 第 1791 次行政會議修正通過

- 一、申請時間：本館於每年四月三十日、十一月三十日前接受審理申請案（四月底前接受申請八月至次年一月之展期，十一月底前接受申請次年二月至七月之展期），申請者應於上述時間前將本辦法所列相關資料送至本館，郵寄者以郵戳為憑，逾期恕不受理。
- 二、申請資格：
  - （一）凡從事藝術創作工作五年以上具有成就者（個展、聯展）。
  - （二）各級機關、學校、社團、班級在藝文領域上具有教學、研究或學習成果者（班展、社團展、系所展）。
- 三、申請方式：申請者應依展覽類型（個展、聯展、成果展）提出申請書，並繳審數位檔案。申請資料應包含作品之數位影像。立體作品應繳不同角度（正視、側視、後視）之數位影像。繳交之件數及規格如下：
  - （一）個展：展出作品件數三分之一以上之數位影像。
  - （二）聯展：每人各繳展出作品件數三分之一以上之數位影像。
  - （三）成果展：展出作品件數三分之一以上之數位影像，並附教授或學者專家推薦函一份，展出作品應屬最近一年之作品。以上資料應詳實填寫，資料不齊者，本館得不受理。
- 四、繳審之有關資料，概由本館存檔備查。
- 五、展出日期由展出者預擬，本館將盡量配合安排場地，但遇本館臨時需用場地，本館得視實際需要變更日期或調換場地。
- 六、審查通過後，展出者應遵守事項如下：
  - （一）展覽新聞稿請於展前一個月送交本館審稿（連同數位檔案），由本館定稿後寄發各傳播單位，本館保有修稿之權。
  - （二）自行印製之文宣資料（如海報、請柬等），內容與稿樣之數位檔案須事先送交本館認可。
  - （三）展出作品之包裝、運送由申請者自行負責。
  - （四）展出場地佈置及拆除由申請者負責，展出期間不得中途拆件，作品應於展覽結束後取回，逾期本館不負保管責任。
  - （五）申請展覽案件，經審查通過者，每案應於通知期限內，繳清「場地使用費」及

「預定金」，由本館確認展出日期及場地。作品須裝裱完成。展覽結束，退回預定金。因故未能如期展出者，應於審查前通知本館。

未依上述規定而中途停展者或增、減展覽作者，一年內不得再提出申請，並沒收「場地使用費」及「預定金」。

(六)「場地使用費」及「預定金」收費標準如附表。

(七)展出者應自行負責作品保險以及展出期間之突發人為暴力、天災等人力不可抗拒之保險事項。

(八)開幕茶會、酒會之費用及籌備由展出者自理。

(九)展出者應維護本館場地（不得使用釘子、圖釘、雙面膠...），如有毀損應負賠償責任。展畢後應恢復場地整潔。

(十)展出作品應有合適的裝裱。展覽場不得陳列花籃或放置與展出無關之其他物品。

(十一)展出時間為每日上午九時至下午四時，週末及例假日以及寒暑假本校行政人員公休日，本館不開放（如有修正依本校規定辦理）。

(十二)其他有關事宜請與本館承辦展覽人員聯絡。

七、本辦法經提行政會議通過後施行，修正時亦同。

中國文化大學華岡博物館展覽場地「場地使用費」及「預定金」收費標準

- 一、「場地使用費」每檔以二星期為一單元，展場分 A、B 二區，展出者應付費用如下：(含作品審查、場地維護費、耗材費)

身分別		一區	二區
校內人士	學生	3,000	5,000
	教職員 (含校友)	4,000	7,000
校外人士		5,000	9,000

單位：新臺幣

- 二、「預定金」每檔新台幣二千元。

# Guidelines for Applying for Chinese Culture University Hwa Kang Museum Exhibition Sites

## 1. Application time

The Hwa Kang Museum accepts exhibition applications before April 30 and November 30 of each year (applications accepted before April 30 are for exhibitions to be held from August to January of the following year, whereas those accepted before November 30 are for exhibitions to be held from February to July of the following year). Applicants shall submit the materials listed below to the Hwa Kang Museum prior to the aforementioned deadlines. Applications will be processed based on the postmark dates, where those submitted after the deadlines will not be accepted.

## 2. Applicant qualifications

**(1) Solo exhibitions and group exhibitions** : Artists who have been creating arts for more than five years and have achieved success.

**(2) Class exhibitions, student club exhibitions, and department exhibitions** : Schools, school clubs, classes, and agencies at all levels that have achieved teaching, research, or learning-related success in in the field of art and literature.

## 3. How to apply

Applicants shall submit a paper-based and digital application form based on the type of exhibition (e.g., solo exhibition, group exhibition, and achievement exhibition) that they wish to hold. For 3D works, digital images submitted shall include images taken from different angles (front views, side views, and rear views). The quantities of and details on the application materials to be submitted are described as follows:

**(1) Solo exhibitions** : Submit digital images of over one-third of the works exhibited.

**(2) Group exhibitions** : Each person to submit digital images of over one-third of the person's works exhibited.

**(3) Achievement exhibitions** : Submit digital images of over one-third of the works exhibited and a recommendation letter from a professor or scholar; and ensure that the works exhibited were created in the past year.

Incomplete information will not be accepted by the Hwa Kang Museum.

4. Relevant materials submitted for review will be archived by the Hwa Kang Museum for

future reference.

5. Exhibition dates are decided by the exhibitors, and the Hwa Kang Museum will try its best to accommodate it. However, in the case of expected events that result in the museum being required to use the exhibition sites, it may change the exhibition dates or locations based on its needs.

**6. After passing the review, exhibitors shall comply with the following:**

- (1) Submit the exhibition press release (along with the digital file of the press release) to the Hwa Kang Museum one month before the exhibition for review. The museum will send the press release to related promotional units after finalizing it. The museum reserves the right to make changes to the content of the press release.

- (2) For promotional materials (e.g., posters and invitation cards) self-printed by the applicants, the content and digital files of the promotional materials must be submitted to the Hwa Kang Museum for approval in advance.

- (3) Applicants are responsible for packaging and transporting their exhibited works.

- (4) Applicants are responsible for setting up and taking down the exhibitions and may not remove the exhibited works during the exhibition period. The exhibited works shall be retrieved at the end of the exhibition; the Hwa Kang Museum will not be responsible for safekeeping the exhibited works after the exhibition period.

- (5) Applicants whose exhibition applications have passed the review shall pay a deposit and the exhibition site usage fees before the announced deadline. The Hwa Kang Museum will inform applicants about the exhibition dates and sites. The exhibited works must be set for display. The deposit will be returned to the applicants at the end of the exhibition. Applicants who are unable to hold the exhibitions as scheduled shall notify the museum prior to the application review period.

Applicants who fail to meet the aforementioned regulations (e.g., those who suspend the exhibitions midway or those who change the exhibitors) may not submit another application until one year later, and their deposit and exhibition site usage fees will not be returned.

- (6) The deposit and exhibition site usage fee schedule are detailed in the table attached.

- (7) Exhibitors shall be responsible for purchasing insurance for their exhibited works and for purchasing any related insurance that protects the works from forces majeure (e.g., man-made or natural disasters) during the exhibition period.

(8) Exhibitors shall arrange and pay for the exhibition opening tea parties and cocktail parties themselves.

(9) Exhibitors shall maintain the Hwa Kang Museum exhibition site (the use of nails, thumbtacks, and double-sided tapes is prohibited), and shall pay for any damage caused. Additionally, they shall return the exhibition site to its original clean condition at the end of the exhibition.

(10) The works exhibited shall be set for display. Flower baskets or other items unrelated to the exhibition are not allowed at the exhibition site.

(11) The exhibition is open from 9:00 a.m. to 4:00 p.m. daily. The exhibition site is closed on weekends, holidays, and winter and summer vacations when administrative staff are off (changes to these rules will be made according to the regulations of the Chinese Culture University).

(12) For any other related questions, please contact the Hwa Kang Museum exhibition coordinator.

7. These Regulations are in effect after they have been approved during the administrative meeting. The same principle applies when revisions are made.

**The deposit and exhibition site usage fee schedule for the use of exhibition site(s) provided by the Hwa Kang Museum, Chinese Culture University is as follows:**

1. An exhibition site usage fee is to be paid for every exhibition; applicants may apply for the use of either one exhibition site or two exhibition sites. The exhibition site fees cover the use of the exhibition site(s) for two weeks. Exhibitors shall pay the following fees: exhibited work review fee, exhibition site maintenance fee, and consumable fee, etc.
2. The deposit is NT\$2,000 per exhibition.

Applicant type		One exhibition site	Two exhibition sites
School member	Student	NT\$3,000	NT\$5,000
	Teacher/school staff (including alumni)	NT\$4,000	NT\$7,000
Non-school member		NT\$5,000	NT\$9,000