

# 華岡博物館一樓申請展注意事項

2022. 11

展覽時程	注意事項
一、審查通過及確定檔期	<ul style="list-style-type: none"> <li>■ 收到展覽<u>審查通過函</u>，請於指定日期前<u>全額繳交</u>「<u>場地使用費</u>」及「<u>預定金</u>」〈展覽完畢退還「<u>預定金</u>」〉，以確定展覽檔期。收費標準請參照「中國文化大學華岡博物館展覽場地申請辦法」。</li> <li>■ <u>展出時間</u> 週一至週五 上午 9 時至下午 4 時。</li> <li>■ <u>休館時間</u> 週六、日、國定假日、寒暑假行政公休日。(依學校行事曆)</li> <li>■ 華岡博物館展覽連絡 TEL: 02-28610511 轉 17605 MAIL: <a href="mailto:vivi@ulive.pccu.edu.tw">vivi@ulive.pccu.edu.tw</a></li> </ul>
二、展覽準備	<ul style="list-style-type: none"> <li>■ <u>展覽新聞稿及相關圖文資料</u>，需於展前<u>兩周</u>提交館方，館方協助發稿於媒體，並保有修稿權。</li> <li>■ <u>展覽海報、請柬內容</u>，由展覽人自行設計及印製。請於印製前將設計稿樣電子檔，送交館方備查後，始可印製。</li> <li>■ <u>海報尺寸</u>：長 80CM*寬 56CM</li> <li>■ 展覽人進行展示規劃，請於佈展前與館方確認佈展事宜。</li> </ul>
三、佈展	<ul style="list-style-type: none"> <li>■ <u>展品之包裝、運送</u>，由展覽人自行負責。</li> <li>■ <u>佈展、撤展</u>，由展覽人自行負責。</li> <li>■ 博物館提供佈展燈具、掛鈎、海報架、鋁梯、椅子、音箱式擴音設備等借用，請於佈展當日借用。其他展覽用品及設備需求，請展覽人自行準備。</li> </ul>
四、展覽期間	<ul style="list-style-type: none"> <li>■ 若需舉辦開幕式、茶會、演出、講座等周邊活動，由展覽人規劃及辦理。</li> <li>■ 展覽期間，<u>展場及展品安全維護</u>，由展覽人自行負責，並安排人員進行巡守。</li> <li>■ <u>館方無代為保管展品及物品之責任</u>。</li> <li>■ 展覽人應自行承擔 <u>保險相關</u> 及 <u>展出期間之人為、天災等突發事件之處理</u> 事項。</li> <li>■ 展覽人應維護本館場地及用品，如有毀損應負賠償責任。</li> <li>■ 展出期間不得擅自拆件，或更改展覽期程。</li> </ul>
五、撤展	<ul style="list-style-type: none"> <li>■ 展出作品應於<u>撤展當日取回</u>，逾期本館不負保管責任。</li> <li>■ 展畢後應恢復場地整潔，物品損壞或遺失，需按件賠償。</li> <li>■ 撤展完畢，展場環境及借用物品點交完整，由博物館退還場地「預定金」2000 元，並開立「場地使用費」收據。</li> </ul>

☞ 展覽人之定義：指該展覽之展覽申請人、主要策展單位、策展人、創作者或受委託之展覽代表人等，須執行及遵守上列事項中之「華岡博物館申請展」規定。

# Matters of Attention Concerning Applications for Exhibitions to be Held on the First Floor of the Hwa Kang Museum

2022.11

Exhibition schedule	Matters of attention
<p>1. Application review period and exhibition schedule</p>	<ul style="list-style-type: none"> <li>■ Once an applicant receives a <b><u>notification letter informing them that their application has passed the review</u></b>, they will be required to <b><u>pay</u></b> the “<b><u>deposit</u>” and “<u>exhibition site usage fee</u>” <b><u>in full</u></b> (the deposit will be returned to them at the end of the exhibition) to facilitate the creation of an exhibition schedule. For the fee schedule, please refer to “Regulations Governing Exhibition Site Applications at the Hwa Kang Museum of Chinese Culture University.”</b></li> <li>■ <b><u>The exhibition is open</u></b> from Monday to Friday between 9:00 a.m. to 4:00 p.m.</li> <li>■ <b><u>The exhibition is closed on</u></b> Saturday, Sunday, national holiday, and winter and summer vacations when administrative staff are off (please refer to the school calendar).</li> <li>■ Hwa Kang Museum <u>exhibition-related contact information</u>: Tel. 02-28610511 ext. 17605 E-mail: vivi@ulive.pccu.edu.tw</li> </ul>
<p>2. Preparing for the exhibition</p>	<ul style="list-style-type: none"> <li>■ <b><u>Exhibition press release and related text and image data</u></b> must be submitted to the Hwa Kang Museum <b><u>two weeks</u></b> before the exhibition for the museum to help release them on the media. The museum reserves the right to make changes to the content of the press release.</li> <li>■ Exhibitors shall design and print their own <b><u>posters and invitation cards</u></b>. They shall submit the digital files of the posters and invitation cards to the Hwa Kang Museum for approval before they may begin printing them.</li> <li>■ <b><u>Poster size</u></b>: 80 cm (length) ×56 cm (width)</li> <li>■ Exhibitors shall begin planning the exhibition and confirm exhibition set-up-related details with the Hwa Kang Museum.</li> </ul>
<p>3. Setting up the exhibition</p>	<ul style="list-style-type: none"> <li>■ Exhibitors are responsible for <b><u>packaging and transporting their exhibited works</u></b>.</li> <li>■ Exhibitors are responsible for <b><u>setting up and taking down their exhibitions</u></b>.</li> <li>■ The Museum provides equipment such as light fixtures, hooks, poster stands, aluminum ladders, chairs, and speaker-type sound amplification equipment for exhibitors to borrow. Please borrow them on the days of the exhibitions. For other</li> </ul>

	<p>exhibition supplies and equipment, exhibitors shall prepare them themselves.</p>
<p>4. Exhibition period</p>	<ul style="list-style-type: none"> <li>■ Exhibitors who wish to hold exhibition opening ceremonies, exhibition opening tea parties, and related activities such as performances and seminars shall plan and organize them themselves.</li> <li>■ Exhibitors are responsible for safekeeping <b><u>the exhibition site and their exhibited works</u></b>, and for arranging patrol personnel during the exhibition period.</li> <li>■ <b><u>The Hwa Kang Museum is not responsible for safekeeping exhibitors' exhibited works and items.</u></b></li> <li>■ Exhibitors shall be responsible for purchasing any <b><u>related insurance</u></b> that protects their works from <b><u>forces majeure (e.g., man-made or natural disasters) during the exhibition period.</u></b></li> <li>■ Exhibitors shall maintain the exhibition site and its items, and pay for any damages incurred.</li> <li>■ During the exhibition period, exhibitors may not remove their exhibited works or change the exhibition schedules without authorization.</li> </ul>
<p>5. Taking down the exhibition</p>	<ul style="list-style-type: none"> <li>■ Exhibitors are responsible for retrieving their exhibited works <b><u>at the end of the exhibition</u></b>; the Hwa Kang Museum will not be responsible for safekeeping the exhibited works after the exhibition period.</li> <li>■ Exhibitors shall return the exhibition site to its original clean condition at the end of the exhibition, and pay for any lost or damaged items loaned by the exhibition site.</li> <li>■ Once the exhibition is taken down and the exhibition site environment and the items loaned by the exhibition site are confirmed to all be in favorable conditions, the Hwa Kang Museum will return the exhibitors their NT\$2,000 deposit and issue a receipt for the exhibition site usage fee paid.</li> </ul>

☞ Definition of “exhibitors”: “Exhibitors” refers to **exhibition applicants, main curating units, curators, creators of exhibited work, or commissioned representatives of the exhibitions**, who must act and comply with the aforementioned regulations.