

## ORGANIZATING RULES AND PROCEDURES GALATEEA CONTEMPORARY ART GALLERY

**GALATEEA CONTEMPORARY ART**, a contemporary art gallery of the Fine Artists' Union (FAU) of Romania, aims to offer a specialized cultural program in the domain of ceramic art.

- The cultural events taking place in the space (exhibitions, performances, lectures, etc.) are carried out according to certain pre-established projects.
- The exhibition program for the current year is established in the previous year on the basis of the projects having entered online on the Galateea Contemporary Art Gallery site by coordinators/curators/artists. The program can be modified only in cases of a *force majeure*.
- The request of exhibition projects for the following year is acknowledged in advance, the entry deadline being **the 1st of October**. The notice is posted on the Facebook page and the gallery website.
- The group of ceramic artists, called Galateea Group, who coordinate the gallery program, the exhibition activity and the cultural actions in the gallery, review the projects and finally decide their schedule.
- The period of display is 30–45 days; there can be two or three different annual periods with two or three days allotted for setting. Opening hours of the gallery: **Mon, Wed, Fri: 4pm - 8pm & Tue, Thu: 12pm - 4pm**
- During holidays and weekends, the gallery is closed, except the periods when some voluntary artists belonging to the group keep it open.
- Each group or solo exhibition is coordinated by one person, called hereafter “curator”, who is a member of the Galateea Group. In case the curator is an art critic appointed by the exhibitor, the coordinator must be a member of the Galateea Group.

- The gallery assistant is the contact person between the customer and the artist.

**The gallery makes available the following services and facilities:**

- a. Professionist curatorial service.
- b. Gallery assistant, who presents to the public of the gallery exhibitor's concept and works, sends press releases and invitations to the contacts registered in the database.
- c. The offline advertising is made through the *Arta/The Art* and *Neue Keramik/New Ceramics* magazines, as well as through the FAU and gallery media partners.
- d. Online promotion: Site, Facebook and Instagram.
- e. Basic facilities and assistance during the exhibition setting: the gallery makes available 25 white different-size plinths. For the mural works we dispose of a cyma system on which works weighing up to 5 kg can be hanged on transparent cables.
- f. Assembling and packing of the exhibition in case the artist is not present.
- g. For the exhibition opening: sound station and receiver (at request), video projector (at request), protocol objects (glasses, trays).

**The curator or the coordinator of the event has the following responsibilities:**

- a. The curators whose projects were accepted subscribe, in the gallery, an **Exhibition Protocol** which stands for a contract between them and the Fine Artists' Union of Romania.
- b. To observe the curatorial project and the gallery rules.
- c. Cooperates with the gallery assistant in order to professionally organize the event, i.e. communicates, in due time, the informative material regarding the event promotion (concept, RO/EN press release, photos, etc.). During the entire event he/she maintains good communication with the gallery assistant, in view to promote the site material.
- d. Cooperates with the graphic artist and approves the graphic design (the flyer poster, the card, etc.), by observing the logos provided by the FAU, gallery, sponsors and media partners; brings the printed material to the Gallery. He distributes the posters (Combinatul Fondului Plastic, University of Arts -both premises and other agreed places).
- e. Answers for the exhibition display
- f. Restores, when the exhibition is finished (together with the artist/s), the pedestals, walls, etc., if necessary.
- g. Presents the gallery assistant an account upon the incomes and expenses related to the event.

- h. Must not cause any prejudice to the materials of the gallery inventory (office supplies, magazines, catalogues, etc.).

**The exhibiting artists have the following attributions:**

- a. To respect the rules of the gallery.
- b. The artists members of FAU Romania have to provide a proof of up-to-date payment of membership fee as well as rent and utilities of their FAU studios, if the case.
- c. To sign and acknowledge the Registration Form replacing delivery-receipt report of the works. The application includes all author's contact data, the technical information on the work/s and its/their price.
- d. The artists whose projects were admitted subscribe, in the gallery, an **Exhibition Protocol**, which replaces the contract concluded between them and the Fine Artists' Union of Romania.
- e. To put down a self-declaration, in case the work was sold, for the calculation, deduction and social security payments.
- f. To cooperate with the gallery assistant as far as the packing the works is concerned.
- f. In case of works weighing up to 2.5 kg which have to be displayed on the wall, we recommend a 3M self-adhesive Velcro system, which should be provided by the exhibitor. Nailing the walls is prohibited!
- g. The transport of works shall be provided by the artist if it is not stipulated in the exhibition project.
- h. To pay an **Artistic Project Contribution** of **5 €/day**. Therefore, for a 30-day exhibiting period, the contribution is 750 Ron, and for a 40-day period, 1,000 Ron. The sum is paid 30 days before the artist enters the gallery hall. The payment can be made in cash at the FAU pay office, seated in 29, Băiculești Str. (Bucharest) or, by bank transfer, into the FAU account, **RO83BACX0000003005108002**, UniCredit Tiriatic Bank.

**Estimated budget for a 30-day display:**

- Artistic project contribution – **750 Ron**.
- In case the artist **does not have** an agreeable graphic-and-print service, he/she can work with the firm the gallery cooperates with.
  - Poster graphics, card and Facebook cover (a suggestive image of the event, exhibition title, period, artist) – **200 Ron** (the price may vary according to the complexity and the allotted time).
  - Poster printing – full-colour A2 or extended A3 + 5 full-colour A4 posters – **70 Ron**.
  - Printing of 50 full-colour A5 cards – **180 Ron**.
  - Self-adhesive print for wall application, approx. size: 170/30 cm – **118 Ron**.

Total: **1318 Ron\***

*\* The prices are for 2022, and any change in the price quotes are supported by the exhibitor. You will get from the FAU a receipt for the **Artistic Project Contribution**. For the rest of the costs you can request, via the curator, the invoice or the receipt issued by our suppliers (the print centre, the graphic designer).*

*The artist supports any extra requirements, such as: opening of the exhibition by an art critic/historian, protocol expenses or other materials required by the proper display.*

Our gallery **does not provide the insurance of works**. In case of unwanted incidents, we discuss according to the circumstances. The artist can personally insure his/her works.

We reserve our right to cooperate no longer with the artists who do not observe the present rules.

**Galatea Group**  
**FAU of Romania / Galatea Contemporary Art Gallery**  
[office@galateegallery.com](mailto:office@galateegallery.com)  
[www.galateegallery.com](http://www.galateegallery.com)