

The Terms of Use for the Galleries of Haapsalu Art School

The Art School of Haapsalu is obligated to:

1. provide an exhibition room in the house gallery, yard gallery or cellar gallery based on agreement;
2. assume responsibility for the exhibits during the exhibition. The exhibition is guarded by the gallery attendant or a guard;
3. set up exhibition posters in the building;
4. advertise the exhibition on its webpage www.hkk.edu.ee and via free media platforms: Facebook, midateha.visithaapsalu.com, through the local newspaper *Lääne Elu* under the heading "Näitused" ("Exhibitions").

The organiser of the exhibition is obligated to:

1. agree on the use of the art school's inventory and accessories (annex 1) at least 3 months prior to setting up the exhibition;
2. reach an agreement with the school on the use of supplementary devices and instruct the gallery guard or attendant;
3. provide information about the exhibition (artist, oeuvre, introduction of the exhibition), which could be shared on the school's webpage and via social media 7 days prior to the opening of the exhibition;
4. submit the poster of the exhibition in .jpg format;
5. set up the exhibition according to the time and manner previously agreed upon with the school so that by the time of gallery opening the exhibition would be fully set preferably with name tags, introduction and supplementary devices;
6. deliver the posters of the exhibition (3 posters: 1 size A3 and 2 size A4) by the opening day the latest;
7. provide the contact information of the artist, and the price range if art is intended to be sold. The workers of the Art School do not deal with sales;
8. adhere to the commencement and end dates of the exhibition (work, which is sold should not be removed from the exhibition);
9. get an approval from the art school for the opening date and time of the exhibition at least 7 days in advance. A formal opening is not compulsory;
10. organise procedures and necessary resources for the opening event of the exhibition;
11. ensure the end of the opening event within the opening hours of the gallery;
12. notify Haapsalu Art School about the cancellation of the exhibition at least 2 months prior to the set date.

I have read and agree:

.....

(first and last name) signature, date

Appendix 1 Gallery fittings of Haapsalu Art School

1. Stand

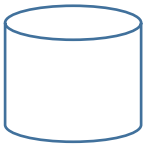
6 cylinders



1 black: height 1.2 m, \varnothing 0.60 m
1 white: height 1.2 m, \varnothing 0.60 m



2 white: height 1.0 m, \varnothing 0.6 m



2 white: height 0.6 m, \varnothing 0.6 m

3 square prisms

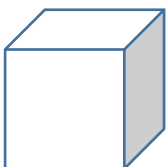


1 white: 0.99 m x 0.99 m, height 0.35 m



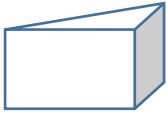
2 white: 0.49 m x 0.49 m, height 0.35 m

2 cubes

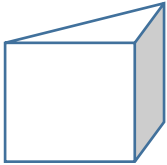


2 white: 0.7 m x 0.7 m, height 0.7 m

4 triangles



2 white: 0.7 m x 0.7 m, height 0.35 m, diagonal 1.0 m



2 white: 0.7 m x 0.7 m, height 0.7 m, diagonal 1.0 m

2. Accessories

- S-shaped hooks – large;
- S-shaped hooks – medium;
- S-shaped hooks – small;
- staple pins – large;
- staple pins – medium;
- staple pins – small;
- paper cord;
- cutting tools (scissors, knives).