

CONFIRMED

By the order of the director no 2-1.5/5

08.04.2022.

Rules for the use of Haapsalu Art School galleries

1. General

- 1.1. Haapsalu Art School has three galleries available for exhibitions: the house gallery, the courtyard gallery and the basement gallery at Jaani 2, Haapsalu town, Haapsalu town.
- 1.2. The bright and airy house gallery with professional lighting and hanging systems is located on the 1st floor of the main building.
- 1.3. The courtyard gallery in the courtyard of Jaani 2 is an unheated interior space equipped with professional lighting and hanging rods. The gallery is characterised by its limestone walls.
- 1.4. The vaulted cellar gallery in the basement of the main house is a warm room during the heating season. The basement gallery is equipped with lighting and hanging tubs.
- 1.5. Gallery plans with dimensions can be found on the Haapsalu Art School website: www.hkk.edu.ee.
- 1.6. The gallery code of conduct sets out the purpose of the galleries' activities, the way they are organised and the obligations of the parties.
- 1.7. The aim of the gallery is to introduce the work of students, staff, alumni, partners and guest artists of the Haapsalu Art School and to enrich the art scene of Haapsalu and Estonia.

2. Organisation of galleries

- 2.1. Haapsalu Art School's house gallery is open all year round, courtyard gallery from spring to autumn and basement gallery according to the exhibition schedule.
- 2.2. The galleries are open from Tuesday to Friday from 14-18 and on Saturdays from 12-16. During the summer season (June-August) the galleries are open from Wednesday to Sunday from 12-18. Galleries are closed on public holidays.
- 2.3. The exhibition schedule will be updated regularly. The annual exhibitions of House Gallery from January to June (inclusive) are generally reserved for student works from the Haapsalu Art School.
- 2.4. The duration of the exhibitions generally varies from week 2 to week 4.
- 2.5. Use of the galleries for the exhibition and related events is free of charge. All other costs related to the exhibition are covered by the organiser.
- 2.6. Gallery exhibitions and events are organised by the management of Haapsalu Art School in cooperation with the organiser.
- 2.7. The organiser will provide the manpower needed to set up and take down the exhibitions.
- 2.8. The art school does not sell works for exhibition. If you are interested in a sale, we kindly ask you to share a price list or provide an approximate price range and contact details for a visitor interested in purchasing a piece of art.

- 2.9. The exhibitions can be displayed using the equipment and facilities of the Haapsalu Art School (see Annex 1). Other resources must be found by the exhibition organiser.
- 2.10. Exhibition openings and accompanying events generally take place during gallery opening hours.
- 2.11. The organiser of the exhibition shall hand over the premises in the same condition as when they were handed over to him after the exhibition has been dismantled.
- 2.12. Haapsalu Art School is not liable for the destruction of works in unforeseen circumstances and will not compensate for any damage caused.

3. Obligations of the parties

3.1. The art school is obliged to:

- 3.1.1. provide exhibition space in the house gallery, courtyard gallery or basement gallery as agreed;
- 3.1.2. supervise the exhibition. The exhibition will be supervised by the gallery hostess or an exhibition supervisor;
- 3.1.3. put up posters of the exhibition on information stands managed by the Haapsalu Art School;
- 3.1.4. advertise the exhibition on their website www.hkk.edu.ee and through free media channels: Facebook, suvi.visithaapsalu.com and the "Exhibitions" section of the local newspaper Lääne Elu.

3.2. The Organiser of the Exhibition is obliged to:

- 3.2.1. coordinate the use of school equipment and supplies (see Annex 1) as early as possible;
- 3.2.2. coordinate with the school the use of additional equipment and instruct the gallery hostess and/or the exhibition supervisor;
- 3.2.3. send a poster in .jpg format 7 days before the opening date;
- 3.2.4. provide a presentation of the exhibition and, on request, information about the artist, his/her work, etc., for distribution on the school's website and social media 7 days before the opening;
- 3.2.5. set up the exhibition at a time and in a manner agreed in advance with the school, so that by the time the gallery is open the exhibition is fully installed, preferably with labels, a presentation and accessories;
- 3.2.6. ensure that nameplates, supplementary information, etc. are not affixed directly to the wall of the building gallery to avoid damage to plaster and paintwork;
- 3.2.7. deliver the exhibition posters - 3 pieces (1 A3 and 2 A4) - by the opening day at the latest. Possibility to use the printing service according to the price list of the Haapsalu Art School (approved by the Haapsalu City Government on 29 January 2020, order No. 72).
- 3.2.8. adhere to the exhibition opening dates (do not give away sold works before the closing date));
- 3.2.9. coordinate the date and time of the opening of the exhibition with the school at least 7 days before the opening. Public opening of the exhibition is not compulsory;

- 3.2.10. organise the opening activities and the necessary equipment (crockery, food, drinks, cleaning up, etc.);
- 3.2.11. inform the Haapsalu Art School of the cancellation of the exhibition at least 2 months before the date of the exhibition.

I have read and agree to comply with:

.....

(first name and surname) signature, date

Annex 1 Haapsalu Art School galleries exhibition supplies

1. Stands

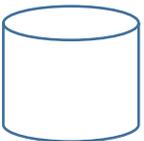
Cylinder = 6 pieces



1 piece black: height 1,2 m, \varnothing 0,60 m
1 piece white: height 1,2 m, \varnothing 0,60 m



2 pieces white: height 1,0 m, \varnothing 0,6 m



2 pieces white: height 0,6 m, \varnothing 0,6 m

square = 3 pieces

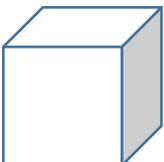


1 piece white: 0,99 m x 0,99 m, height 0,35 m



2 pieces white: 0,49 m x 0,49 m, height 0,35 m

cube = 3 pieces



3 pieces white: 0,7 m x 0,7 m, height 0,7 m.

2. Exhibition set-up accessories

- A-ladder;
- professional hanging system in the house gallery with the necessary cord and hooks (max. load 4 and 16 kg);
- hanging cords with special hooks for hanging works on tubes in the courtyard gallery (4 and 16 kg capacity);
- S-shaped hooks - large;
- S-shaped hooks - medium;
- S-hooks - small;
- paper clips - large;
- paper clips - medium;
- paper clips - small;
- cutting tools (scissors, knives).