

General Rules for Application of Exhibition at Taichung City Seaport Art Center

Approved by Cultural Affairs Bureau, Taichung City Government, on January 16, 2024, per Letter No. 1130001242

1. These rules are formulated by Taichung City Seaport Art Center (hereinafter Seaport Center) in aim to encourage multi-cultural creativity, provide communication of art, and promote the standard of fine art works.
2. Refer to Appendix 1 for exhibition venues and opening hours.
3. Application Period:
 - (1) Category A: Applications for next year's exhibitions, including exhibitions by exempted applicants, group exhibitions by art organizations of Taichung City (hereinafter the City) that have been established for over 15 years, graduation exhibitions by art related departments and institutes in the City, and registered national art competitions, will be accepted from April 1 to 15 annually. Except exempted applicants, Seaport Center will review and schedule the exhibitions based on availabilities of timeslots and venues; as for applications that are not scheduled, Seaport Center will include them in Category B applications on May 1 the same year.
 - (2) Category B: Applications for next year's exhibitions by artists in general, art groups, and rejected Category A applicants, will be accepted from May 1 to 30 annually. Reviews will be conducted every year in June and July. Once they pass the review, Seaport Center will schedule the exhibitions based on availabilities of timeslots and venues.
 - (3) All applications must be postmarked with a date before the application deadline. When in case the deadline is on a holiday, applications may be received on the next working day.
4. Exempted applicants in Paragraph 1, Article 3, refer to applicants who have served as jurors of National Art Exhibition, ROC, National Fine Arts Exhibition, Provincial Fine Arts Exhibition, Taipei Fine Arts Exhibition (Taipei Art Awards), New Taipei Fine Arts Exhibition, Taichung City Da Dun Fine Arts Exhibition, Tainan Fine Arts Exhibition (Nan Ying Art Awards), and Kaohsiung Fine Arts Exhibition (Kaohsiung Awards); or they have won top three prizes in three consecutive years at any of the following: National Art Exhibition, ROC, Provincial Fine Arts Exhibition, Taipei Fine Arts Exhibition (Taipei Art Awards), New Taipei Fine Arts Exhibition, Taichung City

Da Dun Fine Arts Exhibition, Tainan Fine Arts Exhibition (Nan Ying Art Awards), and Kaohsiung Fine Arts Exhibition (Kaohsiung Awards); or been recognized by central agencies for outstanding artistic achievements, including President Cultural Award, National Award for Arts, and Chungshan Literature and Art Award.

5. Application Method: Complete the attached Venue Application Form (Appendix 1) and Personal Data Collection Agreement (Appendix 2), prepare the documents listed below, bind together in a volume, and mail to the Exhibition and Performance Section, Seaport Center, at No. 21, Zhongzhen Road, Qingshui District, Taichung City 436038. Submitted image files must be printed on photo paper or in form of 6x8 inch color photos. Please make sure the images/photos are clear. Required documents for exhibition application are listed below:

- (1) Solo Exhibition: Ten 6x8 inch color photos of featured works or personal catalogue (catalogues published within last five years shall be prioritized).
- (2) Joint Exhibition (2 to 10 People): Five 6x8 inch color photos of works or catalogue of each participant (catalogues published within last five years shall be prioritized).
- (3) Group Exhibition:
 - i. Organization registration.
 - ii. List of participants.
 - iii. One 6x8 inch color photo of work or catalogue of each participant (catalogues published within last five years shall be prioritized).
- (4) For the required documents in the previous three paragraphs, a drawing of space simulation and 10 photos shall be submitted when a work is an installation; a DVD of a 3- to 5-minute short version (suggested formats: WAV, MPG, MP4) shall be submitted for multimedia works (digital image or video).

6. Application Rules:

- (1) Applicants can only apply to one cultural center (fine arts or arts and culture) under Cultural Affairs Bureau (hereinafter the Bureau), Taichung City Government, each year, and their names shall not appear on two lists of participants of any solo and joint exhibitions.
- (2) Exempted applicants and applicants of solo or joint exhibitions may only apply again five years after the applied date.
- (3) Applications for graduation exhibitions by art related departments and institutes of the City shall be submitted to respective cultural centers of their districts (according

to administrative districts in the area of Taichung). Seaport Center only accepts applications by schools in the sea area of Taichung.

- (4) Group exhibitions by art organizations of the City with over 15 years of history and graduation exhibitions by art related departments and institutes in the City may be applied every year; exhibitions of other art organizations or schools may only apply again after three years.
- (5) Applications deemed unqualified, or incomplete applications where applicants fail to resubmit missing required documents with Seaport Center's notification within the extended deadline will be rejected. Exhibition will be cancelled when an applicant is disqualified prior to the opening of the exhibition. Application documents will not be returned, applicants must keep own copy. Those who need the documents returned to them must submit application before December 31 of the next year.
- (6) Applicants whose exhibition cannot be held as scheduled must notify Seaport Center via written notice four months before the set opening date of the exhibition with no extension, and may not apply again the year after the scheduled exhibition; in case of any violation of this paragraph, the applicant is prohibited to submit application to Seaport Center within three years after the year of the set date of the exhibition.

7. Notes:

- (1) The exhibitor shall transport exhibits to Seaport Center and complete exhibition setup between 9 am to 5 pm the day prior to the opening of the exhibition, and restore the venue to its original state between 9 am to 5 pm the day after the exhibition closes. Seaport Center is not responsible for safekeeping the exhibits if the exhibitor fails to remove them before the deadline, and reserves the rights to handle the exhibits as it deems fit. Seaport Center will adjust the times of setup and removal depending on operational needs.
- (2) The exhibitor shall install appropriate protective measures according to safety and security considerations of the works. Whether the works should be framed is up to the exhibitor. Installation of equipment and wiring without notifying Seaport Center are strictly prohibited. If wiring or additional appliances are required for the setup of the exhibition, the exhibitor shall inspect the electric circuits and loads accompanied by a Seaport Center electrician; installation is only allowed when safety is ensured. Installation of works may not damage the physical structure of

the venue and must, in principle, suit the exhibition venue; when there are safety concerns, Seaport Center may add protective measures, such as platform or fence, depending on the situation.

- (3) The exhibitor is responsible for packing, transport, insurance, and setup and removal, of all works.
- (4) When in case the exhibitor is holding an opening press conference or event, the exhibitor must communicate and coordinate with Seaport Center's responsible unit one month before the opening date.
- (5) The exhibitor shall cooperate with the promotion of the exhibition and provide exhibition introduction and electronic files of 6 related images. The exhibitor shall design own promotional materials, such as invitation, poster, and introduction, which can only be produced with approval of Seaport Center. Aside from displaying works and captions, no promotional materials unrelated to the exhibition shall not be displayed in the exhibition venue.
- (6) Exhibitions by exempted applicants and invitational exhibitions organized by Seaport Center may publish catalogues depending on Seaport Center's annual budget. One catalogue of the same exhibitor may be published by agencies under the Bureau within 5 years.
- (7) No adhesives, nails, thumbtacks, or nail guns may be used for exhibition setup without approval of Seaport Center. The exhibitor shall be held responsible to repair or compensate the damages to walls, floors, and equipment.
- (8) Content of exhibition shall comply with the Copyright Act and related regulations. When in case of infringement of a third party's rights, the exhibitor shall be held responsible for all legal liabilities.
- (9) Pricing and other commercial activities are strictly prohibited in the exhibition venue. When in case of any violations, Seaport Center reserves the rights to terminate the exhibition. The exhibitor shall be held responsible for all losses resulted from the termination.
- (10) All exhibitions in all venues are held for the purposes of education and promotion of the City's policies, and Seaport Center reserves the rights to photograph, videotape, print, publish, broadcast, and distribute, related content and materials.

- (11) Wreaths, flower baskets, potted plants, and other objects unrelated to the exhibition are prohibited in the exhibition venue during the exhibition period. No food or beverages are allowed.
- (12) When a work is a sound installation, the exhibition venue must be properly soundproofed to avoid disturbing nearby exhibitions. Operation instruction charts for turning on and off audio-visual equipment and computers in the exhibition venue must be provided during the exhibition period for access and maintenance purposes.
- (13) When in case the exhibition venue is needed for events, renovations, or special needs, Seaport Center may notify the exhibitor to cancel the exhibition or reschedule the exhibition to another time and location.
- (14) The exhibitor must sign the memorandum and return to Seaport Center four months prior to the opening date of the exhibition.
- (15) Seaport Center may terminate the exhibition immediately in the case of any violations of the rules above, and the exhibitor may not submit application again within three years after the year of the exhibition.
- (16) Submitting the application translates into consent to conform with these rules. For any matters not provided for in these rules, the Bureau reserves the rights to make amendments and additions anytime it deems appropriate and make public announcements on its official website.

Appendix 1

Taichung City Seaport Art Center Venue Application Form

Date: _____ (DD/MM/YYYY)

Exhibition Title				
Venue of Application	Taichung City Seaport Art Center		<input type="checkbox"/> Exhibition Room B <input type="checkbox"/> Exhibition Room C <input type="checkbox"/> Exhibition Room D & E <input type="checkbox"/> Central Gallery <input type="checkbox"/> Juyue Hall (Actual exhibition time and venue shall be scheduled by Seaport Center based on availabilities of timeslots and venues)	
Venue Overview	Venue	Area	Suitable Exhibition Types	Notes
	Exhibition Room B	Around 750 m ²	Graphic, 3D works	
	Exhibition Room C	Around 281 m ²	Graphic, 3D works	Fixed Showcases
	Exhibition Room D & E	Around 89 *2 m ²	Graphic, 3D works	
	Central Gallery	Around 486 m ²	Graphic, 3D works	
	Juyue Hall	Around 228 m ²	Graphic, 3D works	
Opening Hours	9:00 ~ 17:30 Daily (Center closed on Monday and specific holidays like Chinese New Year)			
Type of Works		Number of Exhibits		Note: The exhibits cannot exceed 250 cm(H), and cannot exceed 300 kg.

Time and Location of Your Last Exhibition at the Four Centers under Taichung City Cultural Affairs Bureau		<input type="checkbox"/> _____ (DD/MM/YYYY) at _____ Center <input type="checkbox"/> N/A	
Category A Applicant Qualification (Check Applicable)	<input type="checkbox"/> Qualified Exempted Applicant Check Applicable Qualification: _____ <input type="checkbox"/> Art Organization of Taichung City that has been established for over 15 years <input type="checkbox"/> Graduation exhibition by an art related department and institute in the City <input type="checkbox"/> Registered national art competition		Qualified Exempted Applicant please provide the following: Last catalogue published in year: _____ at <input type="checkbox"/> Dadun <input type="checkbox"/> Huludun <input type="checkbox"/> Seaport <input type="checkbox"/> Tun District Center ※ Exempted applicants and applicants of solo or joint exhibitions may only apply again five years after the applied date.
Month of Planned Exhibition	_____ (MM, MM, or MM/YYYY)		
Applicant Information	Solo Exhibition Applicant	Year and Month of Birth: _____ (MM/YYYY) Birthplace: _____ County (City)	
	Names of Joint Exhibition, Organization, and Applicant	Establishment Date: _____ (DD/MM/YYYY)	Registration: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address (Fill in Postal Code)	__ - __ F, No. __, Alley __, Lane __, Section __, _____ Road (Street), _____ District (Township, City), _____ City (County) □□□□□	
	Phone Number	H: () O: () C:	
	E-mail		

	Education and Work Experience	
National Identification Card (Copy/Front) ※ Applicants who are citizens of Taichung City must attach a copy of National Identification Card, or the application will not be accepted		National Identification Card (Copy/Back) ※ Applicants who are citizens of Taichung City must attach a copy of National Identification Card, or the application will not be accepted

Exhibition Overview

Note:

1. Exhibition overview should be around 200 words. Please print.
2. Provide explanation on content, features, and creative themes and philosophy of the exhibition.

List of Attachments (Please bind together in a volume the following documents required for the application)

- ☐ 1. _____ Copy(ies) of National Identification Card (Front/Back) of Applicant who is Taichung City citizen
- ☐ 2. _____ Document(s) proving qualification of Exempted Applicant
- ☐ 3. _____ 6x8 inch color photo(s) of featured works
- ☐ 4. _____ Catalogue(s) or Album(s)
- ☐ 5. _____ List(s) of joint or group exhibition participants (including name, registered address, phone number)
- ☐ 6. _____ Organization (painting society) registration document(s)
- ☐ 7. Installation: A drawing of space simulation and 10 photos shall be submitted.
- ☐ 8. Multimedia: A DVD of a 3- to 5-minute short version shall be submitted.

I, _____, the undersigned, hereby declare that the related information provided are true and accurate, and agree to comply with the Center's scheduling of exhibition period and venue, as well as the rules prescribed in this prospectus.

To

Taichung City Seaport Art Center

Applicant: _____ (Signature) Date: _____ (DD/MM/YYYY)

Please indicate orientation of work photos. You may freely make copies of this form and bind them in order.

Up
(Work Orientation)



【Paste 6x8 inch Colored Photo】

Paste one photo on one form. Do not paste over
(You may duplicate or photocopy the form if you need more)

1. Author:
2. Title:
3. Material:
4. Size:
5. Year:

Appendix 2

Personal Data Collection Agreement

1. Taichung City Seaport Art Center (hereinafter referred to as the Center) collects, processes, and uses your personal data for the specified, explicit and legitimate purpose of organizing “2025 Annual Exhibition Application.” Your personal information is protected by Personal Information Protection Act and relevant regulations.
2. You may provide the following personal information as you see fit: name, birth date, copy of National Identity Card, contact information (including but not limited to phone number, e-mail, or address), or your other direct and indirect identification information.
3. You agree that the Center may use the personal information provided for verification of your identity, contact you, and provide you various relevant services and information of the call for submissions and exhibitions, as well as using your personal information for specified purposes in compliance with the Center’s organization charter.
4. According to the Personal Data Protection Act, you are entitled to make the following requests: 1.To check or review the collected data. 2.To receive a photocopy of the collected data. 3.To supplement or revise the collected data. 4.To cease the collection, processing or use of the collected data. 5.To delete the collected data.
5. You may choose to provide or withhold your personal data from the Center. However, the Center reserves the right not to temporarily suspend services for you due to lack of data should such omission of data constitute a misrepresentation, a material or fraudulent non-disclosure which potentially negates your eligibility for application.
6. You understand that this Agreement complies with the requirements of the Personal Data Protection Act and relevant regulations, and by signing this Agreement, you have given your consent to the collection, processing, and usage of your personal data by the Center.

Applicant’s Signature: _____(Sign in Chinese. Do not Alter)

Date: _____(DD/MM/YYYY)