



011 PRAGUE QUADRENNIAL OF PERFORMANCE DESIGN AND SPACE
PRAŽSKÉ QUADRIENNALE SCÉNOGRAFIE A DIVADELNÍHO PROSTORU

Manual No 1

Basic Organizational Information



at the still point of the turning world: it works

www.pq.cz

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Prague, February 18, 2010

Manual No. 1 – Basic Organizational Information

Dear curators and coordinators,

Allow us to provide you with detailed information about the organization and preparation of the Prague Quadrennial 2011. In this first manual you will find information about the overall concept of PQ 2011, individual sections and projects, technical and organizational arrangements, deadlines for information that will be requested from you as well as contacts for the PQ team.

You will be continually provided with updated information regarding individual issues and you can find all information also on the PQ website, www.pq.cz. Please do not hesitate to contact the PQ Office with any questions.

We would also like to point out that the basic information and conditions for participating countries are outlined in the Statute and Concept of the PQ 11 that has already been sent to you along with the official invitation materials. This information is also available on the Official PQ website, www.pq.cz.

Please do not hesitate to contact anyone from the PQ Organizational or Curatorial Team if you have any questions. You can find all the contact information at the end of this document.

We are looking forward to our collaboration.

With best regards,

Daniela Pařízková
Deputy Director

Sodja Lotker
Artistic Director

I. INTRODUCTION

A. DATES

The **12th Prague Quadrennial** will take place from **June 16th to 26th, 2011**.

The official opening of the exhibition is scheduled to take place on Wednesday, June 15th, 2011.

The installation of exhibits may begin as early as June 10th, 2011 at 8 a.m. and should finish June 14th, 2011 at 8 p.m.

The dismantling of the exhibitions may begin on June 27, 2011 at 8 a.m.

B. SPACES

The Section of Countries and Regions, as well as the Student Section and the Extreme Costume, will take place in the functionalist building of the National Gallery in Prague 7 – Veletržní Palace (close to the previous Prague Quadrennial site at the Industrial Palace).

All other Prague Quadrennial projects will take place in the center of Prague (Prague 1): the Architecture Section will be site specific in 2011 and will take place in Prague Crossroads (St. Anne's church) near the Charles Bridge; the main part of Scenofest will take place in the Prague Performing Arts Academy on Charles Street; the Intersection project will take place on Piazzetta in between the National Theatre Prague and New Stage (originally the Laterna Magika building); the Light and Sound project will take place in the New State (Laterna Magika) theatre.

Please note that the national organizers may use other spaces and galleries outside the Veletržní Palace – National Gallery to present their expositions for the Section of Countries in Regions. These spaces should be near the Veletržní Palace – National Gallery or in Prague 1 near other PQ projects. In the case the PQ team should be informed by the National Curators by **March 31, 2010**.

Here you can find the Map of all PQ locations (Appendix No. 1). <http://www.pq.cz/en/spaces.html>.

Photos of all spaces can be downloaded on the PQ website <http://www.pq.cz/en/downloads.html>.

Also, virtual tour is available here: <http://www.acexpo.cz/vtour/> and <http://www.virtualtravel.cz/national-gallery-in-prague-veletrzni-palace/exhibition.html>.

C. CONCEPT

The Prague Quadrennial is undergoing many changes connected both to the loss of the Industrial Palace as the home space as well as looking for new audiences and new *raison d'être*. The following changes will not happen without your help – the help of the national curators and coordinators.

The Prague Quadrennial 2011 aims to emancipate the scenographer as an artist and put scenography on the map of contemporary art and culture. For this reason we will look at scenography/ performance design as a discipline connected to a large variety of visual art and theatre genres. We highly encourage national curators to include in all of their expositions (in the Section of Countries and Regions as well as the Student Section) all of the scenographic disciplines: stage, costume, lighting, and sound design as well as theatre architecture; but also other performance design disciplines connected to other arts and cultural phenomena. Connected to these efforts, we are preparing for 2011 a specially curated outdoor installation/performance project, *Intersection: Intimacy and Spectacle*.

The new space for the Section of Countries and Regions and the Student Section, the National Gallery, will provide us an “upgrade” both in the sense of context of a contemporary art gallery as well as an “upgrade” for installation context. The clean, serene spaces of the National Gallery – Veletržní Palace offer new possibilities that we hope to use to the full. The Architecture Section is “upgraded” through having a specific theme as well as a site specific installation in the beautiful former church St. Anne’s – Prague Crossroads in the very center of Prague.

The Prague Quadrennial 2011 also aims to raise the stakes in presenting some of the most innovative and important performance designers and theatre professionals of today. We are hoping to strengthen the curatorial discourse connected to performance design, and for this reason we are hoping that you will create very strong curatorial concepts and installations. The overall strategy for the PQ 2011 is that *less is more* – it will be important to present possibly fewer artists and projects, but of very high importance and quality, and create challenging curatorial contexts around them.

We would also like to approach a larger variety of theatre professionals, visual art professionals and wider cultural public. This effort will consist of creating lectures, discussions, and symposia to include theatre directors, programmers as well as visual arts curators. Your help with promotion of the Prague Quadrennial and ideas on how and where to present the 2011 edition in your country will be highly valuable.

Please note that the Architecture Section has a special theme for the edition in 2011 and that close cooperation with the Commissioner of the Architecture Section, Dorita Hannah, is required. Please also note that costume designers can propose projects to the Curator of the Extreme Costume exhibition, Simona Rybakova, only through the national curators, and that the national curators are encouraged to include costume design in their expositions in the Section of Countries and Regions as well as the Student Section, despite the existence of the special costume project.

The International PQ team of curators and commissioners is available to consult with you regarding individual projects and ideas and will be happy to answer any questions and concerns you may have. For organizational information please consult Daniela Parizkova, PQ Deputy Director: daniela.parizkova@pq.cz; for questions regarding artistic/curatorial issues please contact Sodja Lotker, PQ Artistic Director: sodja.lotker@pq.cz.

D. MOTTO PQ 2011

The 2011 Prague Quadrennial does not have one theme or thematic section, however the Prague Quadrennial 2011 is proposing a “living motto” for its 12th edition – an ever-changing theme.

The first, constant verse of the motto is, “at the still point of the turning world”, taken from the poem “The Four Quartets” by T.S. Eliot. The second verse of the motto changes with every piece of PR material and includes different fragments of sentences, quotes from different artists, art pieces, and art theories. National Curators are welcome to create new variations of the motto.

at the still point of the turning world
: spaces of loss

at the still point of the turning world
: volume, density and emptiness

at the still point of the turning world
: love is a matter of space

at the still point of the turning world
: vertical opera

at the still point of the turning world
: gaps

at the still point of the turning world
: each person is in the best seat

at the still point of the turning world
: stage is a stage is a stage

II. CONCEPT OF SECTIONS AND PROJECTS

A. COMPETITIVE SECTIONS

1. SECTION OF COUNTRIES AND REGIONS

According to the PQ 2011 Concept the national expositions will be expected to present a **strong curatorial concept**. National curators are requested to define the theme and concept of their exposition. The concept should represent an important aspect of performance and performance design in their country in recent years (for instance: genre, author, trend, problem, question, etc.) The concept does not have to necessarily represent the most typical aspects of performance and performance design in the country, but rather **the most unique, specific, current trends**, with consideration given to the cultural and historical contexts of performance in their country.

Allow us to remind you that according to the PQ 2011 Statute, the National Curator must announce to the Organizer of the PQ, the Theme of his/her country's exhibit to be displayed in the Section of Countries and Regions and the Architecture Section before the end of June 2010. Therefore, we would like to ask you to provide us with:

Title of the Theme – maximum length of 1 line (60 characters)

Author(s) of the Theme

Description of the Theme – maximum length of 600 words / 3000 characters.

The description should include the main theme of the exposition, the installation of the exhibit, and the contextual aspects of the exposition.

The National Curator, who is artistically and organizationally responsible for the expositions, may choose to illustrate the same theme in all sections (Section of Countries and Regions, Student Section and Architecture Section), or different themes in each of the sections in which the country participates.

National Curators are invited to present a variety of disciplines and genres in all sections and consider including set design, costume design, sound design, lighting design, and theatre architecture in the Section of Countries and Regions as well as in the Student Section.

Please also note that the same project may be presented both in the exposition in the country of origin of the artist as well as in the country of origin of the project. The projects should not be older than 6 years, except if the curatorial concept requires otherwise.

Please do not hesitate to contact the PQ 2011 Artistic Director, Sodja Lotker (e-mail: sodja.lotker@pq.cz), if you have any related questions.

Please send the above mentioned information about your country's Theme via e-mail, fax, or regular post to the PQ Secretariat **no later than June 30, 2010**. We kindly ask you to respect this deadline.

EXTREME COSTUME PROJECT

The Extreme Costume project is part of the competitive Section of Countries and Regions and will consist of an exhibition of costumes, videos, and photos as well as presentations and discussions curated and coordinated by Simona Rybakova – the eminent Czech costume artist – and her team.

This project will create space for costume projects to be taken out of their original context of performance in order to be looked at “up close” as autonomous art with individual quality. Projects presented will include work for theatre, as well as other arts working with performance (for instance visual art or media), used in the theatre as part of the performance design components and in the visual arts as objects, element of action or environment. Only projects originally created for *live performance* will be presented, originally “inhabited” by a living being or puppet.

In this project the material itself will be looked as medium, with the aim to not only present some of the most innovative materials, but also its use and meaning in the performance. So while the exhibition will provide well-designed space and special lighting for the individual costumes to ‘speak for their own’, we are also inviting National Curators to supply us with additional photos, videos, and written and audio material to ‘tell the story’ of the individual costumes in the framework of the exhibition.

The extreme materials and use of materials for costume should tell us new stories about costume and its role in live performance. New materials may include any materials beyond the traditional fabrics, such as nano fibers, biodegradable paper, as well as special metals, plastic or even light as costume. Extreme means: different, other, unusual, daring, unexpected, surprising, precise, cosmic, virtual, untouchable, degradable, shining, painful, hurting, flying, extravagant, disgusting, deforming, etc.

National Curators are invited to propose costume design projects and artists to the project’s curator and coordinator, Simona Rybakova. The choice will be very selective since the space allows for only 25-30 costumes to be presented. Transportation of the chosen costumes to Prague will be organized by the National Curators in the framework of their cargo of the other expositions.

Please note that the National Curators are encouraged to present costume design in the Section of Countries and Regions also, including projects not selected by the curator of the Extreme Costume.

Each country may propose up to 5 costumes and projects should not be older than 6 years. Please send three photos and text description (max 150 words) per costume via email, fax or regular post to the PQ Secretariat no later than June 30, 2010. We kindly ask you to respect this deadline. You will be informed if your proposal was accepted by September 30, 2010. Each country will be responsible for the shipping of their costume to Prague.

The Extreme Costume Project will take place in Exhibition hall H (ArtMinus Cinema Space) in Veletržní Palace. Photos are available here <http://www.pq.cz/en/veletrzni-palace.html>.

Before the deadline you may consult Simona Rybakova, Curator of Extreme Costume: simonybakova@quick.cz as well as Sodja Lotker, PQ Artistic Director: sodja.lotker@pq.cz about the project.

a. Live Events in Expositions

Live events in the expositions, such as talks, workshops, performances and interactive installations, are welcome and encouraged as long as they are a strong part of the curatorial concept, creating additional contexts for the Theme.

All events have to take place only inside the individual countries exposition and are not allowed to disturb neighbouring expositions. Please note that there are specific, strict sound rules for the noise coming out of the expositions (please see III. PRACTICAL INFORMATION / A. SECTION OF COUNTRIES AND REGIONS / 8. SOUND REGULATIONS). National Curators should inform the PQ organizers about all such activity by **January 31, 2011**. All live events must be approved by the PQ team.

b. Days of Countries and Regions

Days of Countries and Regions can be celebrated either through a live event (presentation, lecture, workshop, etc.) or a cocktail party, both organized only within the particular country's exposition. The event has to be announced by the PQ team by **January 31, 2011**. Catering Services for these Days at PQ 2011 will be provided by the official catering company. The contact and the offer with price list will be announced in April 2011.

You can find Application Form for Live Events in Expositions / Days of Countries and Regions Programs as Appendix No 4 here <http://www.pq.cz/en/info-manual.html>.

2. ARCHITECTURE SECTION

The Architecture Section will take place in the Prague Crossroads – church of St. Anne. The Prague Crossroads, an international spiritual center that was established at the instigation of the former president of the Czech Republic, dissident, writer and dramatist, Vaclav Havel, is a suggestive venue for the varied meetings where lectures, discussions, concerts, exhibitions, meditations, and happenings are held. The dramaturgy of these events is based on full respect for the multicultural diversity of today's world, because the center's main mission is to answer the now widespread need for unbiased and creative discussions between people of various beliefs, convictions and professions about the state of today's civilization and the dangers that threaten it and about our hopes for the future. The Prague Crossroads Center is now situated in a recently unconsecrated church that was originally established by Saint Wenceslas in 927 A.D. Dagmar and Vaclav Havel's VISION 97 Foundation protects the Prague Crossroads and administers the facility. Photos and ground plans are on the PQ website <http://www.pq.cz/en/prague-crossroads.html>. Detailed information about the site-specific installation will be provided by **March 10, 2010**.

Please note that the Architecture Section of the PQ 2011 has a very specific theme created by the Architecture Section Commissioner, Dorita Hannah, who is invited by the PQ to coordinate the Section in order to strengthen its content and installation. National Curators are required to consider this theme while creating their expositions for the Section, and are invited to communicate with the Commissioner of the Section. Please also note that the Section will be site-specific and will have specific installation concept and parameters created by Dorita Hannah, Commissioner and Designer of the Section, who will also be responsible for the placing of the individual expositions in the Section.

Dorita Hannah - Architecture Section Commissioner, is available for consulting at D.M.Hannah@massey.ac.nz

LIVE SPACE

Concept of the Architecture Section

by Dorita Hannah, Architecture Section Commissioner

PQ11 will focus on THEATRE ARCHITECTURE as ACTIVE AND ACTIVATING PERFORMANCE SPACE: a dynamic meeting place of event and environment, space and time, spectators and performers, virtual and real, art-form and built-form.

Concentrating on *PERFORMANCE SPACE* as much as *Theatre Architecture* the exhibition aims to challenge each country to consider what defines their contemporary condition in relation to creating spaces for theatrical cultural expression... is it new, found, recycled, old, fresh, safe or dangerous? Is it inside, outside, traditional

or radical? In this age of global media events, new technologies, shifting performance genres and local festive expression ... what is a place for theatre now?

The section will provide a global gathering ground for performance designers and other professionals to meet those who make theatre spaces – strengthening the dialogue between architecture, design and performance practices. It will question whether a performance space is a purpose-built venue, a found site, a virtual world, or simply any space creatively claimed by performance.

Maintaining that “built space performs”, the Commissioner of the Architecture Section is inviting the National Curators to get involved in this global dialogue on the active role environments play in shaping theatrical events and local cultures. Each country is asked to consider what is a theatre here (of a particular place) and now (of a particular time)? The focus will be on performance spaces that have been constructed (built), performed (improvised) or imagined (unbuilt) in this new century.

The main criteria for National Curators is that the selected projects are presented as LIVE SPACE, displaying how they are, were or could be inhabited by performance events: from a spectacular opening in a stadium; to highly tuned halls in concert; to reoccupied industrial behemoths; to fantastical urban streetscapes and the theatrical spaces that lie between or beyond these.

Please also see the paragraph **No. II. A.1. about the Theme** and also notice that the Theme of the exposition in the Architecture Section is required by **June 30, 2010**.

3. STUDENT SECTION

The Student exhibit will again take its traditionally successful form with a **free theme for students**. Each country/region is encouraged to **present more than one school**. The Prague Quadrennial 2011 aims to look at performance and performance design as an activity appearing in many art disciplines and for that reason performing arts schools, visual arts schools as well as architecture schools should be included. We highly encourage National Curators to include in all the scenographic disciplines: stage, costume, lighting and sound design as well as theatre architecture; but also other performance design disciplines connected to other arts and cultural phenomena. Interdisciplinary projects and projects initiated by scenography students should be priority.

The Student Section, together with the Section of Countries and Regions and the Extreme Costume Project, will take place at the Veletržní palace - National Gallery.

Students are invited to take part in the SCENOFEST educational project of PQ and OISTAT with a large number of workshops and performances taking place at the Prague Performing Arts Academy and in the center of Prague.

B. OTHER PROJECTS

1. INTERSECTION

Intersection: Intimacy and Spectacle is a special international project of the Prague Quadrennial that explores performance as an important element of different art and cultural disciplines, focusing on performance design and scenography as an interdisciplinary field. The project will consist of two important parts: theoretical discussions as well as interactive installations and performances.

Theoretical symposia are being held in Zurich, Riga, Amsterdam, Belgrade and Évora, where leading theorists and artists will be brought together to explore contemporary performance design in relation to various artistic and cultural ideas as well as different forms and uses of performance from three different points of view: audience, artists and curators.

The main event - the interactive installation/performance - will take place during the Prague Quadrennial in 2011, and will present thirty projects working with performance and performance design. These projects will encompass a wide variety of forms and disciplines, housed in thirty white cubes / black boxes. The event will showcase scenographers, installation artists, theatre companies, video artists, fashion designers, and architects from all over the world. Large performances in public spaces will also be part of this event, and will illuminate the contrast between the intimate relationship of spectators and art inside the cubes, and the spectacle outside the cubes. Accompanying these events will be a large number of panel discussions, presentations, lectures and costume shows, and a series of workshops for fifteen hundred students of theatre and visual arts from around the world.

Individual projects will also be presented at festivals in Hungary, Serbia, Latvia, Great Britain, Estonia, Finland and Portugal during 2011 and 2012.

Intersection: Intimacy and Spectacle is a project of the Prague Quadrennial of Performance Design and Space, and is organized in cooperation with the New Theatre Institute of Latvia; the Escrita na Paisagem's Festival de Performance e Artes da Terra (PT); the Victoria and Albert Museum (GB); the BELEF Festival (RS); the Kretakör Theatre Company (HU); the National Theatre in Prague; Ente Teatrale Italiano; the Kiasma Theatre, Kiasma Museum of Contemporary Art (FI); the Farnham Maltings Caravan (GB); the Institute of Design & Technology, Design Department, Zurich University of the Arts (CH); Tallinn, the 2011 European Capital of Culture (EE); the International Organization of Scenographers, Theatre Architects and Technicians (OISTAT); the Centro de História da Arte e Investigação Artística (CHAIA), University of Evora (PT); and the Four Days in Motion Festival (CZ).

Intersection Symposia 2010

In preparation for the Intersection Project of the Prague Quadrennial in June 2011, researchers in practice and theory (artists, curators, programmers, directors, dramaturgs, critics, and theorists) are invited to participate in 3 international scenography symposia held in Riga, Belgrade and Évora during 2010. Scenography Expanding 1-3 will be followed up by a publication comprised of selected speakers' contributions.

More information is available on the special website www.intersection.cz.

Project Intersection is held with the support of the Culture Programme of the European Union.



2. SCENOFEST

Scenofest is an educational project organized by OISTAT and the Prague Quadrennial. The main goal of the Scenofest project is to create an opportunity for students and young artists from all over the world to meet and exchange ideas among themselves and to interact with some of the top professionals in the field through workshops and lectures.

The central project of Scenofest 2011 is Six Acts – a series of site-specific spectacles that will take place in the very heart of Prague, and will be created by students from all over the world lead by prominent international artists.

Scenofest will also include the project Street Stories – a series of performances created for the streets of Prague, as well as The Gift – a design exhibition that will use the internet to share storytelling across cultural boundaries.

In 2011, Scenofest, lead by Jessica Bowles (UK), is going to take over the whole of the Prague Academy of the Performing Arts near the Charles Bridge as well as specific sites in the center of Prague. It will include workshops for over 1,500 students in scenography, lighting, digital media, projections, sound design, costumes, puppetry, technical theatre, and many other disciplines.

You can find more information on the special website www.scenofest.org on March 1, 2010.

3. PRESENTATION OPPORTUNITIES FOR NON-EXHIBITING COUNTRIES AND ARTISTS

a. Live events in the lecture hall in the Veletrzní Palace

Countries that are not represented in the expositions in any of the sections are invited to submit proposals for live events in the form of lecture, presentation or discussion (duration 1 hour) to be presented in the lecture hall in the Veletrzní Palace - National Gallery. The deadline for these proposals is **September 30, 2010 to the PQ Office** (pq@pq.cz).

b. Video-Cinema

Countries not represented in the expositions are also invited to submit video and photo presentations to be presented within a special PQ mini cinema also in the Veletrzní Palace - National Gallery, where they will be presented in a loop during the exhibition hours. The deadline for these proposals is **September 30th, 2010 to the PQ Office** (pq@pq.cz).

4. PORTFOLIO LIBRARY

Individual artist – both those presented in the PQ main sections as well as those not presented are invited to bring (or send) their paper portfolios to be included in the PQ Portfolio Library – a lounge space with free access to the portfolios and other publications in the Veletrzní Palace-National Gallery. The deadline for these proposals is April 30th, 2011 to the PQ Office (pq@pq.cz).

5. More information about the **Light and Sound** project as well as **PQ for Children** will be available in June 2010.

III. PRACTICAL INFORMATION

A. SECTION OF COUNTRIES AND REGIONS

1. SPACE

The **Section of Countries and Regions** will be located in the **Veletržni Palace – the Czech National Gallery space** (see 6. LIST OF PLANS). The Veletržni Palace was constructed after a design by Oldřich Tyl and Josef Fuchs during the years 1925-1929. Until 1951 trade fairs were held in the building; later the palace served as headquarters for several foreign trade companies. In 1974 the functionalist structure was destroyed by fire. Since its reconstruction in 1995, the building has housed the National Gallery's collections of modern and contemporary art. Since 2000 it has also been the home of the 19th century collection.

2. RESERVATION OF SPACES

The PQ Organizers would like to ensure a sufficient and well-balanced space for the most suitable presentation of each country's curatorial concept. Individual countries may select a particular space to accommodate its national exhibit, available in various sizes. All spaces are marked as „1A-23A“ for spaces in the Exhibition hall A (Great Hall), „1B-12B“ for spaces in the Exhibition hall B (Hall B), „1C-6C“ for spaces in the Exhibition hall C (Hall B gallery) and „1D-15D“ for spaces in the Exhibition hall D (Small Hall) in the Ground Plan of the National Exhibits (*Appendix No. 2*). National Curators may **reserve the space** from **March 10 – April 10, 2010** (reservation received on dates outside of these terms will not be accepted). The process of allocating the spaces is based on a *first come, first served basis*. If more than one country selects the same space, the date and time that the Reservation Form is received by the PQ organizers will determine the recipient of that space. Curators must therefore provide three selections on the Reservation Form (*Appendix No. 3a*) their most preferred space, as well as two alternate spaces in the event that their first selection is no longer available. The PQ Organizer will confirm the reservation by April 30, 2010. **The final decision of the space allocation is that of the PQ Organizers.** The reserved spaces will continuously be posted on the official website www.pq.cz.

3. PAYMENT OF THE SPACE

The PQ Organizer will provide up to **20 m2 free of charge** to all participating countries in the Section of Countries and Regions. The fee for additional floor space is **85 Euro per m2 for the whole period of construction, exhibition and deconstruction**. The total fee for each specific exhibition space is marked in the Ground Plan of the National Exhibits (*Appendix No. 2*). The payment will be required by **March 31, 2011**.

4. CONSTRUCTION AND INSTALLATION

We will provide you with detailed plans and other technical information pertaining to your exhibit in the Section of Countries and Regions by June 15, 2010. Then we will ask you **to provide us with the ground plan** of your exposition indicating **entrances** (if you are preparing a closed exposition) and **electric sockets**, including all other necessary details, **by the end of November 2010**. **Please include sketches or photos of your exposition as well as the completed order form for additional requirements** concerning the electrical outlets, pedestals, mannequins, exhibition panels, lighting, tables and chairs, or electronic equipment (rental charges of these items and services during the PQ period will be also indicated in the form).

The construction and installation of the expositions **is organized and realized by the National Curators**. If you are interested, you may order and use the services of the official PQ Construction Company. In June 2010 you will be asked to send us your requirements and we will provide you with their contact information.

As announced in the Statute and Concept of the PQ 2011, the National Curators are requested to consider the following three aspects when creating their exposition: **the main theme of their exposition, the installation of their exhibit, and the contextual aspects of their exposition.**

Therefore **we are not offering exhibitors with the opportunity of using any standardised installation system of presenting their exhibits (i.e. display stands, etc.)**. In the event that the National Curator requires assistance, the PQ Organizers will suggest or recommend appropriate suppliers who may calculate a budget based on documentation of the exhibit sent to us. PQ Organizers will announce a list of recommended suppliers by November 2010.

5. INSTALLATION SYSTEM FREE OF CHARGE

For those countries that are not able to provide their own components due to insufficient financial resources, the PQ Organizer has decided to provide **exceptional support for a-simple basic installation components** (panel, pedestal, mannequin, etc.) **free of charge**. Curators of these countries must send us their written request **no later than the end of June 2010**. We will provide a concrete offer on demand by November 1, 2010.

6. LIST OF PLANS

The Complete Exhibition Ground Plan of the Veletrzní Palace is described in more details in the attached *Appendix No. 2*.

7. GENERAL TECHNICAL SPECIFICATIONS

The Veletrzní Palace is a **heritage landmark** and a space for the National Gallery.

The General Technical Specifications are as follows:

- floor load higher than 200 kg per m² must be consulted with the PQ Organisers in advance;
- dusty installation works such as wood cutting, planing, grinding, drilling, etc. are allowed only with effective dust exhaustion;
- steel constructions whose surface is not coated must be isolated from the flooring;
- when using self-adhesive tapes (esp. carpet tapes) on the flooring, use paper tapes as an underlay.

It is NOT POSSIBLE TO:

- hang objects on the ceiling or the walls;
- hammer or screw into the flooring;
- place sand, soil or grass on the flooring (not even if protected by sheets of plastic);
- varnish, paint or spray on the walls or floors;
- smoke anywhere in the building.

General Technical Specifications for the Installation

1/ **Section of Countries and Regions** – exhibition spaces are marked with numbers and letters according to their location.

2/ **The height of the exhibit may not exceed 6 m in the Exhibition hall A (Great Hall), 3 m in the Exhibition hall B – spaces 1B-7B (Hall B), 2.5 m in the Exhibition hall B – spaces 8B-12B (Hall B), 2.4 m in the Exhibition hall C (Hall B gallery), and 6 m in the Exhibition hall D (Small Hall)**. If you anticipate that your exhibit will exceed this height, you must first consult the PQ Office. Send your request along with a plan and/or photographs of the proposed exhibit.

3/ **Electrical service and lighting**

The standard electrical input for the exposition is **2 kW** (voltage of **230 V**) and will be provided for all exhibits, the fee for the input is included in the general fee paid for the space (m²). If you need a greater input, you will

have to order this service and indicate this information on the plan. The use of any other special electrical appliances must be discussed with the PQ Organiser well in advance. If you have other electricity requests or demands for your exhibit, such as the use of special electrical equipment or you need higher input, you will require the consent of the PQ Organisers. Please consult this matter with the PQ Organisers and include these details on your exhibit plan.

4/ Plan of exhibit

You are kindly asked to provide us with the floor plan of the exhibit, indicating the entrances and exits, electrical plugs, etc. by **the end of November 2010**.

8. SOUNDS REGULATIONS

The new PQ concept emphasizes the incorporation of various design disciplines and, of course, this should include sound design. Therefore the **use of sound design**, both in the exhibition sections and in other projects, **is highly encouraged and recommended**.

However, the inclusion of **any sound in an exhibit has to be undertaken responsibly** and should not, in any way, interfere with other sound designs or exhibits that may be part of the PQ. Most importantly, the Veletrzní Palace has its own sound regulations and any audio content used in a PQ National Exhibit cannot disturb or intrude upon the exhibitions of the National Gallery. Therefore, the **exhibitors are obliged to comply with all regulations** issued by the PQ Organiser and must observe all the guidelines outlined in this manual as well as follow any instructions issued in the exhibition space itself during the installation and on exhibition days.

a. The use of the sound **inside of the exhibition**, which is reproduced alongside videos, photographs or other still images etc.

- the use of **headphones** is highly recommended, especially when there are multiple displays with multiple sound sources within a single exhibit. This is important in order to prevent sound from intruding upon other exhibits and, as a consequence, diluting the sonic message intended for these other displays. This will also prevent sound from other exhibits imposing upon your display.
- If loudspeakers are to be used then these should be placed in suitably **soundproofed booths**.
- the volume of sound in any exhibit must be sensibly controlled and the PQ Organisers reserve the right to modify the sound level of any equipment if the volume interferes with other exhibits, presentations, events, or the National Gallery.

b. The use of sound design as a **part of the exhibition/installation that is audible outside** of the exposition/ or is a necessary part of the installation itself

- the National Curator is obliged to announce the use of any such sound design to the PQ organizer. Please send a clear and detailed description and if possible the sound sample to the PQ organizer. In such cases the final sound design must be approved by the PQ organizer, who will try to find the best space in which to locate such an exhibit. It is therefore recommended to consider all possible implications before the reservation of your exhibition space. If the sound volume during the exhibition is considered to be unsuitable, or unfairly imposes itself upon other exhibits, then the PQ Organiser reserves the right to modify the volume.

Please **consult with** the PQ Team (pq@pq.cz) **about the sound design elements of your exposition**. In all cases, PQ Sound Design Curator Steven Brown (e-mail: StevenBrown@listenhear.co.uk) is available to consult with you about sound related issues and offer advice in order to find the best solutions for the inclusion of sound design within your exhibit.

Once again, we would like to stress that we **encourage National Curators to include sound components into the exhibitions** but this needs to be properly incorporated as not to interfere with the works of other designers exhibited in the Veletrzní Palace.

Exhibitors should understand that sounds can, and often will, infringe upon other people's work and exhibits. It is the intention of the PQ Organisers to ensure that solutions are found for all sound related issues that benefit not only the sound designers responsible for the work, but also all other exhibitors. Finally, please do include **credits for sound design** artists into the descriptions of the exhibitions. See Paragraph No. III. D.5. on descriptions.

9. DECONSTRUCTION

The dismantling of the exhibitions can not begin before **June 27, 2011 at 8.a.m.** Please note that all exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit, or any part of the exhibit, prior to the closing hour of the Exhibition may result in a refusal by the PQ to accept or process the exhibit space applications for subsequent exhibitions.

B. ARCHITECTURE SECTION

The exhibition will be site-specific and challenge traditional means of displaying work. Each nation will be given certain parameters for displaying the work, which could incorporate 3-dimensional models, still and moving images. These parameters will be clearly communicated to the curators along with the exhibition design concept (to be sent out on March 10, 2010).

C. STUDENT SECTION

1. SPACE

The Student Section will also be located in the Veletrzní Palace in the Exhibition Halls E and F (see *Appendix No.2e and 2f.*)

Detailed plans and photos can be downloaded <http://www.pq.cz/en/veletrzni-palace.html>. Individual countries may select a particular space to accommodate its Student exhibit available in various sizes. All spaces are marked as "1E-23E" for spaces in the Exhibition hall E (Mezzanine floor) and "1F-21F" for spaces in the Exhibition hall F (5th floor), in the Ground Plan of the National Exhibits (*Appendix No. 2*). National Curators may **reserve the space** from **March 10, 2010 to April 10, 2010** (reservations received on dates outside of these terms will not be accepted). The process of allocating the spaces is based on a *first come, first served basis*. If more than one country selects the same space, the date and time that the Reservation Form is received by the PQ Organisers will determine the recipient of that space. Curators must therefore provide three selections on the Reservation Form (*Appendix No. 3b*) their most preferred space, as well as two alternate spaces in the event that their first selection is no longer available. The PQ Organizer will confirm the reservation by April 30, 2010. **The final decision of the space allocation is that of the PQ Organisers.** The reserved spaces will continuously be posted on the official website www.pq.cz.

2. INSTALLATION

Each space in this exhibit is limited to three sides of chipboard panel (3 m in height) without any surface adjustment. These panels may be adjusted arbitrarily for the installation of the exhibit.

3. LIST OF PLANS

The Complete Exhibition Ground Plan of Exhibition Hall E (Mezzanine floor) and Exhibition Hall F (5th floor).is attached in *Appendix No. 2*.

4. PAYMENT OF THE SPACE

The PQ Organizer will provide **25 m² free of charge** to all participating countries in the Student Section. The fee for additional floor space is **85 Euro per m² for the whole period of construction, exhibition and deconstruction**. The total fee for each specific exhibition space is marked in the Ground Plan of the Student Section (*Appendix No. 2*). The payment will be required by **March 31, 2011**.

5. GENERAL TECHNICAL SPECIFICATIONS,

The Veletrzní Palace is a **heritage landmark** and a space for the National Gallery.

The General Technical Specifications are as follows:

- floor load higher than 200 kg per m² must be consulted with the PQ Organisers in advance;
- dusty installation works such as wood cutting, planing, grinding, drilling, etc. are allowed only with effective dust exhaustion;
- steel constructions whose surface is not coated must be isolated from the flooring;
- when using self-adhesive tapes (esp. carpet tapes) on the flooring, use paper tapes as an underlay.

It is NOT POSSIBLE TO:

- hang objects on the ceiling or the walls;
- hammer or screw into the flooring;
- place sand, soil or grass on the flooring (not even if protected by sheets of plastic);
- varnish, paint or spray on the walls or floors;
- smoke anywhere in the building.

General Technical Specifications for the Installation

1/ **Student Section** – exhibition spaces are marked with numbers and letters according to their location.

2/ **The Height of the exhibit cannot exceed 3.4 m in the Exhibition hall E (Mezzanine) and 3.15 m in the Exhibition hall F (5th floor)**. If you anticipate that your exhibit will exceed this height, you must consult the PQ Secretariat. Send your request, along with a plan and/or photographs of the proposed exhibit.

3/ **Electrical service and lighting**

The standard electrical input for the exposition is **2 kW** (voltage of **230 V**) and will be provided for all exhibits, the fee for the input is included in the general fee paid for the space (m²). If you need a greater input, you will have to order this service and indicate this information on the plan. The use of any other special electrical appliances must be discussed with the PQ Organiser well in advance. If you have other electricity requests or demands for your exhibit, such as the use of special electrical equipment or you need higher input, you will require the consent of the PQ Organisers. Please consult this matter with the PQ Organisers and include these details on your exhibit plan.

4/ **Plan of exhibit**

You are kindly asked to provide us with the floor plan of the exhibit, indicating the entrances and exits, electrical plugs, etc. by **the end of November 2010**.

6. SOUND REGULATION and DECONSTRUCTION

Please see the Paragraphs III. A. 8-9.

RESERVATION FORMS

Please send the completed Reservation Forms for the Section of Countries and Regions and Student Section via e-mail, fax or regular post to the PQ Office **not before March 10, 2010 and no later than April 10, 2010.**

Reservation forms and any related questions should be addressed to:

PQ Office

Klara Khine

PQ Assistant

Celetna 17, Prague 1 110 00

Czech Republic

Phone: + 420 224 809 102

Fax: + 420 224 809 225

E-mail: pq@pq.cz

Appendixes:

1/ Map of all PQ Locations

2/ Plan of Veletrzní Palace

Section of Countries and Regions – Exhibition Hall A (Great Hall);

Section of Countries and Regions – Exhibition Hall B (Hall B);

Section of Countries and Regions – Exhibition Hall C (Hall B gallery);

Section of Countries and Regions – Exhibition Hall D (Small Hall);

Student Section - Exhibition Hall E (Mezzanine floor)

Student Section - Exhibition Hall F (5th floor)

Ground Plan of the Veletrzní Palace

3/ Reservation Forms

3a: Reservation Form for Space in the Section of Countries and Regions;

3b: Reservation Form for Space in the Student Section;

3c: Reservation Form for Space in the Architecture Section

4/ Application Form for Live Events in Expositions / Days of Countries and Regions Programs

D. OTHER ORGANIZATIONAL INFORMATION

1. CONTRACT

The contract between the Exhibitor (represented by the responsible institution or National Curator) and PQ Organizer will specify all the conditions for participating in the PQ 2011 will be sent to all Exhibitors by March 1, 2011. The contract must be signed by the Exhibitor and sent back to the PQ office **before March 31, 2011. If the contract is not signed the Exhibitor will not be provided with an exhibition space.**

2. TRANSPORTATION

In order to facilitate the organizational and technical issues connected with the **transportation** of PQ exhibits and customs formalities, we will ensure transportation services that will secure all issues regarding the transportation of exhibits. Contact information, Instructions, and Tariffs will be announced in November 2010.

3. INSURANCE AND SECURITY

Insurance of all exhibits is strongly recommended. It is therefore necessary that you sign an insurance contract with your insurance company.

a. Security

The PQ 2011 organizers will use a security agency and an electronic night security system to monitor the security of the Veletrzní Palace and Prague Crossroads.

The security watchmen have the right to control the entry and exits of all visitors and exhibitors of the PQ.

b. Insurance

The extent of insurance provided by the-PQ Organizers will be announced in March 2011. Generally, exhibits during the PQ exhibition will be insured against damage and destruction as the result of natural hazards and will be insured against theft and vandalism.

Exhibitors will be obliged take into account the nature and value of their exhibit and secure it accordingly. Any components of the exhibits and electronics that have not been secured properly **will not be covered by the PQ insurance.** Valuable pieces of the exhibit and electronics should be firmly attached within the exhibit.

The Insurance of the Exhibits will begin the moment it has been accepted into the spaces of the Veletržni Palace and/or Prague Crossroads. Exhibits ARE NOT INSURED by the PQ Organisers during their transport.

4. ACCOMMODATION

In order to facilitate the accommodation needs of the PQ guests, visitors and participants, we will ensure that the accommodation agency will provide you with a good range of hotels, pensions, and hostels available in Prague. Detailed information and contacts will be announced by September 30, 2010. The selected accommodation agency will provide you with more details about accommodation in various hotel categories, as well as additional information about other activities you may wish to partake in outside the activities of the PQ, including sightseeing tours, in and out of Prague.

5. CATALOGUE

An important aspect of the PQ is the catalogue that accompanies the event. Each curator will have access to the on-line data entry form from **October 2010** that can be completed and updated at any time until the **end of January 2011**. You will be provided with the address, password and detailed instructions in September 2010.

The curator of each country and section guarantees the validity of the completed information. The curators are responsible for the accuracy of the text (spelling, dates, etc.) and information supplied for the catalogue. The PQ organizers reserve the right to edit the text according to the needs of the catalogue. The participant gives the PQ organizers the right to publish the received information and pictures in printed and electronic format in the PQ 2011 catalogue as well as other materials related to the Prague Quadrennial.

6. DESCRIPTIONS

a. Descriptions of country's name

Each National Curator is obliged to ensure the visible description of the National, Architecture and School National Exhibits with the name of the country in the original, English and Czech languages.

b. Descriptions of the exhibits

Each National Curator is also obliged to ensure the visible descriptions of all exhibits in all exhibitions of his/her country in all sections in English and Czech languages. Exhibits that are not indicated with the descriptions cannot be judged by the International Jury. Translations into Czech language will be provided by the PQ Organiser. Exhibits can also be indicated with descriptions in the original language.

The description should be indicated in the following format:

Name and Surname of the Artist (in bold) – Name and Surname of the Author of the Play (Work, Project):
Title of the Play (Work, Project), Year of Premiere, Theatre/Institution, Place/City of performance

Eg.

Josef Svoboda: Alfred Radok – Laterna Magica I, 1967, Expo 58, Bruxelles

The English descriptions should be sent electronically in MS Word and PDF file to the email address: pq@pq.cz by **April 1, 2011**. We will send you back the Czech translations in PDF file by April 30, 2011.

7. REGISTRATION AND ENTRY REGULATIONS

For security reasons and to ensure easier entrance and movement in the exhibition areas, the Veletrzní palace and other PQ spaces will be provided with a PQ 2011 **Registration card** or valid ticket during the PQ 2011.

For security reasons and to ensure easier entrance and movement in the exhibition areas, the Veletrzní palace and other PQ spaces will be provided with a PQ registration card or valid ticket during the PQ 2011.

Further information about the registration system and fees will be announced in January 2011. Staff required for the installation of the expositions (mechanics, electricians, etc) do not need to register. They will be provided with a special entrance card valid for the mantling and dismantling of the expositions. In order to secure a smooth installation process, you will be asked to send us a **complete list of installation staff**. Participants who are mantling and dismantling the expositions and are also registered and have paid for the PQ registration card will be provided with the registration card from the beginning and therefore do not need the special installation entrance card. This registration card will also allow them entrance during the installation.

8. SALE OF CURATORS' PUBLICATIONS

The PQ Bookshop in Veletrzní Palace will offer the National Curators the opportunity to sell a catalogue or other publication to accompany their exhibit. The conditions will be announced in March 2011.

9. PRESS AND PROMOTION

We would like to ask National Curators for cooperation on international promotion of the Prague Quadrennial in all participating countries. The International PR of the PQ is now reviving contacts from previous years and we are looking for as many media contacts in your country as possible to spread the information about PQ 2011. We are looking for **contacts to media people in your country, including not only** theatre media, but also fine art, visual art, culture in general, etc. The help of National Curators and their team is greatly appreciated.

Furthermore, we would be glad if we could **present the Prague Quadrennial** and its concept and program for 2011 within your conference/meeting/festival or other events. The possibilities range **from leaflets and handouts to live talks and interactive presentations**.

Ms. Nathalie Frank (press@pq.cz) is available for any contacts, questions, and ideas and she will be distributing the press releases, photos, videos, leaflets and organizing presentations.

From now on PQ is able to inform you about your events related to scenography, performance design and space in the frame of its new PQ-Truss **newsletter** distributed to the database of 6000 professionals and students working in the field from April 1, 2010. See the PQ website.

IV. PQ 2011 DEADLINES

Below is a list of all important upcoming deadlines for PQ 2011.

2010			pg.
10	March 2010	PQ will announce information about the exhibition design concept of Section of Architecture	9, 16
10	March 2010	National Curators may reserve the space for expositions in the Section of Countries and Regions and in the Student Section (till Apr. 10th, 2010)	13, 16, 18
31	March 2010	National Curators must announce if they plan to exhibit in a space other than Veletržni Palace	4
10	April 2010	National Curators - Deadline for reserving the space for expositions in the Section of Countries and Regions and in the Student Section	13, 16, 18
30	April 2010	PQ will confirm reservation of space in the Section of Countries and Regions and Students Section to National Curators	13, 16
15	June 2010	PQ will announce information about detailed exhibition plans and other technical information	13
30	June 2010	National Curators – deadline to announce the theme of their exhibits to the PQ Organizer (Section of Countries and Regions, Architecture Section)	7, 10
30	June 2010	National Curators - Deadline for applications for the Extreme Costume	8
30	June 2010	National Curators should send request for free basic installation components to PQ Organizers	14
	September 2010	PQ will announce information about the Catalogue - password and instructions for on-line data entry form	19
30	September 2010	PQ will announce the results of the Extreme Costume Selection to the National Curators	8
30	September 2010	Non-exhibiting countries and artists: Deadline for Applications for Live events and Video-Cinema to be sent to the PQ Organizer	12
	October 2010	National Curators - Access to the Catalogue on-line data entry form open	19
	November 2010	PQ will announce the list of recommended suppliers	14
	November 2010	PQ will announce information about the transportation of PQ exhibits and customs formalities	18
30	November 2010	National Curators - Deadline for providing the PQ Organizer with the ground plan indicating entrances, electric sockets, incl. sketches or photos as well as the Additional Requirements form	13, 15, 17
2011			pg.
	January 2011	PQ will announce information about the registration system and fees	20
31	January 2011	National Curators - Deadline for completing the Catalogue on-line data entry form	19
31	January 2011	National Curators – Deadline for applications for the Days of Countries and Regions and Live Events in the expositions programs	8, 9
31	January 2011	PQ will send the Invoice for payment of additional space to the National Curators	
	March 2011	PQ will announce information about the conditions of the PQ Bookshop	20
1	March 2011	PQ will sent contracts to all exhibiting countries	18
31	March 2011	National Curators – must send the signed contract to the PQ Organizer	18
31	March 2011	National Curators – Payment of the additional space fee according to the invoice sent by the PQ Organizer	13, 17
	April 2011	PQ will announce the official PQ catering company	9
1	April 2011	National Curators - Deadline for the English descriptions of the exhibits to be sent to the PQ Organizer	19
30	April 2011	PQ will send the Czech translations of English descriptions of the exhibits to the National Curators	19
30	April 2011	Individual Artists – deadline for applying to the Portfolio Library Program	12
10	June 2011 8 a.m.	National Curators - the installation of exhibits begins	4
14	June 2011 8 p.m.	National Curators - End of installation	4
15	June 2011	PQ 2011 Official Opening	4
16-26	June 2011	12th Prague Quadrennial	4
27	June 2011 8 a.m.	National Curators - the dismantling of exhibitions begins	4, 16

V. CONTACTS

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