

**Legal Entity of Public Law – The rule of using the conference and exhibition halls – “Ars Georgica” at the George Chubinashvili National Research Centre for Georgian Art History and Heritage Preservation.**

The aim of renting out the halls:

The purpose of renting out the conference halls is supporting holding art regional and international scientific conferences, congresses, forums, symposiums and seminars in Georgia as well as exchanging information and experience, developing scientific research, popularization of works of Georgian scientists in international magazines and collected articles, integration of scientists in the world processes.

The aim of renting out the halls is supporting exposition and popularization of works of Georgian as well as foreign artists living abroad among the wide society in Georgia.

**Daily expense of renting out:**

**The conference hall**

Presentation of a book – 100 Lari

A conference meeting – 200 Lari

**A conference hall “Ars Georgica”:**

A personal exhibition - 200 Lari

A group exhibition – 300 Lari

**The rule of arranging an exhibition**

1. Arranging an exhibition is allowed for organizations and Individuals registered in Georgia as well as for Georgian or foreign artists living abroad.
2. The hall can be used for exposing paintings, graphic works, statues, samples of decorative-applied art, photography, installation, media-art and other creative activities.
3. The schedule of arranging an exhibition is considered and worked out by the exhibition group of the G. Chubinashvili Centre and is approved by the scientific council.
4. The Centre offers an artist the exhibition space; in case of need it supplies an artist with different inventories for temporal use (easels, pedestals, hooks). The use of the inventory has to be conformed in advance and it will be shown in the financial part of hiring.
5. The Centre does not interfere in arranging an exposition.
6. A lessee states the date and time of opening an exhibition in his application.
7. Visitors are allowed to view an exhibition on weekdays from 11 am till 6 pm.
8. A lessee is responsible for the safety of exhibited articles during the working hours from the day of opening an exhibition.
9. If a lessee wants to open and visit an exhibition at the weekend it has to be conformed in advance and it will be shown in the financial part of hiring.

10. 2 days are considered for arranging and dismantling an exhibition; 1 for arranging it and 1 for dismantling it and taking articles out of the space. Transportation of exhibition articles is guaranteed by a lessee.

**Following documentation is needed for taking part in arranging an exhibition:**

1. A motivation letter of an artist.
2. A concept of a project (in Georgian).
3. Description of an idea of a planned exhibition no more than one page.
4. Photos or video material of articles intended to be exhibited.
5. CV and a portfolio of an artist.
6. A copy of an ID, a telephone number, an e-mail, a social net link (if any).

**A rule of hiring an exhibition hall:**

1. It is allowed to arrange a conference for organizations and individuals registered in Georgia as well as for Georgians or foreigners living abroad.
2. It is possible to hold a conference from 9 am till 6 pm.
3. A written application for holding a conference (no more than 4 pages) has to imply the following information:
  - a) A conference status (local or international);
  - b) A subject-matter;
  - c) The date of holding a conference;
  - d) The number of speakers taking part (Georgians and foreigners);
  - e) Languages used;
  - f) Working time-limit.

**Time frames:**

1. An application for arranging an exhibition has to be sent 60 days earlier.
2. An application for holding a conference or presenting a book has to be sent 30 days earlier.

**Accepting applications:**

An application will be accepted under the titles: “An Exhibition of Artists”, “A Scientific Conference” and “A Book Presentation”.

An e-mail: g ch centre@yahoo. com; Mariam [gachechiladze@hotmail.com](mailto:gachechiladze@hotmail.com)

**For the additional information connect us at working hours: 2 99 05 88**