



**Pražské Quadriennale
scénografie a divadelního
prostoru**
**Prague Quadrennial
of Performance Design
and Space**

Organizational Manual No.1

PQ 2019 organizational information for curators of:
- Exhibition of Countries and Regions
- Student Exhibition

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This manual is aimed for curators of Exhibition of Countries and Regions and Student exhibition. They are being addressed also as "curators/exhibitors" in the rest of this text.

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1. Introduction

Prague Quadrennial 2019 strives to present design for performance as an art form concerned with creation of performance environments that are far beyond merely decorative or beautiful, but allow new types of experience and interactions to occur. At the heart of each PQ are two main exhibitions: the Exhibition of Counties and Regions and the exhibition featuring the fearless work of students and emerging designers. **We are purposely not giving an overarching curatorial theme for these two exhibits, and are encouraging the curators of countries and regions to capture and share the works of contemporary performance design trends that reflect the current views, thoughts, and artistic developments in their countries and regions striving to enrich, inspire and expand the boundaries of this constantly evolving art form.**

This edition of Prague Quadrennial is inspired by the Golden Triga, the statue and the main award traditionally given as the highest prize to the best exhibition, where the metaphor of the Triga maps three phases of the cyclical creative process: **Imagination, Transformation and Memory.**

- IMAGINATION represents the phase where the work is raw, visceral, and untamed. Student Exhibition dedicated to works of students and young designers up to 5 years after school should reflect the thoughts of the emerging generation and let us see the brave and wild utopias that might never be realized, but are fascinating and tell a story about the world we are part of here and now.
- TRANSFORMATION of inspiration and ideas into the final solutions is at the core of the creative process and will be dedicated to the Exhibition of Countries and Regions. **In this section we will strive to inspire by looking for the best examples of outstanding collaborative performance design and architecture, where experience and deep understanding played a major role in its successful realization.**
- MEMORY will celebrate the phase in the creative process where all learning, gained experiences and memories merged and crystallized into a strong life philosophy. The project Fragments asks each country or region to celebrate the individual artist by sharing samples of work representative of performance design living legends.

There is no overarching theme, giving as much freedom as possible to curators from each country and region to bring the best works, but there is an overarching philosophy that comes with the sharing the common exhibition space. The philosophy is best described by the quote of Thich Nhat Hahn:

"We are here to awaken from the illusion of our separateness."

To which we would like to add to that we are here to awaken others from the illusion of our separateness through our work.

Performance design and performing arts reflect the environment and era we live in. We live in the world where the tensions between local and global, international and national are rising and the question of identity and border between familiar and other is going through complex evolution bringing uncertainty, new creative energy and in case of our exhibitions several important questions:

- What does a national exhibition mean in the current world here and now?
- When each, country, region, puts up a wall, a division what happens to the overall shared space?
- Could a territory be defined without barriers?
- Isn't the art of performance impossible without collaboration?

For the next Exhibition of Countries and Regions we would like to challenge the curators to think about ways how to present the best works of performance design and how to together create a dynamic scenographic landscape where each country and or region has a place and where a unique kind of experience is offered.

2. PQ 2019 Exhibition Spaces

2.1. PQ 2019 Exhibition Spaces - Instructions

2.1.1. Introduction

PQ 2019 moves back to its original location - Industrial Palace and Prague Exhibition Grounds. This location hosted the first and many subsequent PQs, only PQ 2011 and PQ 2015 were held in other locations.

A brief history of the object:

In the late 19th century revivalist efforts aimed at the identity of the Czech nation culminated and one of the opportunities how to present industrial and economic success was the Jubilee Czech Exhibition in 1891. In 1890 the basic construction was approved but the final form of the exhibition ground only was approved six weeks before the exhibition opening, but at that time the construction of most of the buildings was in full swing. The exhibition was opened on Friday, 15 May 1891, attended by many eminent personalities including Archduke Karl Ludwig. For the duration of the exhibition till 18 October 1891 2.5 million visitors visited the exhibition including the Emperor Franz Josef I.

The lighting of the Exhibition was due to the participation of Mr. Křížík of course electric; also the light fountain designed by himself was electric. To the right of the main entrance there was the Pavilion of the Capital City of Prague, modified in 1907, which today serves as the National Museum Lapidary. In 1960 the Brussels Pavilion, which represented our country at the Expo '58 in Brussels and won two big prizes for architecture and exposition (architects František Čubr, Josef Hrubý and Zdeněk Pokorný) was moved to the exhibition grounds. Prague thus had another 6,000 m² of the exhibition area, but only until October 1991, when the building burned down. Since the beginning of the 1990s exhibitions and fairs began to return to the exhibition area, also the Křížík fountain was restored, although its design completely changed compared to the original.

Please, follow this [link](#) to see detailed map and the video of the area with information about where exactly are all the PQ exhibitions held.

2.1.2. Reservation of Exhibition Spaces

The choice of spaces by the curators and teams from individual countries and regions will be following a new format compared to the last edition of PQ.

An equal size exhibition area will be allocated for each country and region, where the urbanism of the spaces is laid out similarly as buildings in an organically grown city. Some of the spaces are close to each other, some are neighboring wider walkways, some are forming a city square like open space.

By having an organic structure we aim to encourage the teams and curators of countries and regions to have a dialogue about the overall space sharing. This dialogue can include collaborative solutions for in-between spaces, traffic patterns, and overall scenography of a larger area by creating “cluster formation”. In other words, countries and regions

curators can talk among each other and propose a cluster formation in which multiple exhibitions are collaborating to form a group while still maintaining their individual country or regional presentations.

In creating a space selection process that is fair for everyone we also understand that this idea might not be possible for every country or region and must take that into consideration while still allowing clusters to form. We will ask curators of collaborating countries and regions to mark their preference from the plan we will make available (May 01, 2018) and to submit their selection by a given date. We will then assign cluster spaces. In case of spaces that are requested by several different groups of curators allocations will be made on first come first serve bases and we will contact the other groups requesting that space with alternative options. Once all clusters are assigned, all other spaces for exhibitions of countries and regions not interested in participating in a cluster formation will be assigned through a PQ random selection "lottery" where each space and country/region will be matched by randomly pulled numbers. The random selection process will be recorded and shared through social media and available for everyone to see. Regardless of space selection process we encourage all exhibitions neighboring each other to engage in a dialogue about in between and shared spaces, as well as how planned presentations will juxtapose or interact with neighbors.

[2.1.3. Payment of the Space](#)

In the Exhibition of Countries and Regions, the PQ Organizer will provide exhibition space **up to 25 m² (5 x 5 m)**. In the Student Exhibition, the PQ Organizer will provide exhibition space **up to 16 m² (4 x 4 m)**. For all participating countries, the **basic fee is EUR 250,- (Exhibition of Countries and Regions) and EUR 200,- (Student Exhibition)** for entire space and whole period of construction, exhibition and deconstruction.

The fees for space include standard electricity input, free registration for curators of the exhibition (max 2 persons, upon the approval of the PQ Organizer in advance), free registration for performers/speakers who are part of daily live events within the country's exposition (upon the list of artists approved by the PQ Organizer in advance), 5 free daily tickets for each team, 1 pc of Programme Brochure and Catalogue for free and free entrance for technical team of each country during construction and deconstruction period only (upon the list of the team approved by the PQ Organizer in advance). The payment will be required by upon Invoice that will be sent from PQ Organizers (after PQ Organizers receive signed contract) by the end of **January 2019**.

Exhibition spaces for the rest of the projects (Architecture Exhibition, Site Specific Performance Festival, Formations, Fragments) are offered free of charge.

[2.1.4. Construction, Installation, Deconstruction](#)

We will provide you with detailed plans and other technical information pertaining to your selected exhibition space in the Exhibition of Countries and Regions and the Student Exhibition by June 30, 2018. You should **provide us with the ground plan** of your exposition,

with an indication of **entrances** (if you are preparing a closed exposition), **electric sockets**, and all other necessary details **by the end of November 2018**. **Please include sketches and/or photos of your exposition.**

The curators are requested to consider the following three aspects when designing their exposition: the main theme of their exposition, its installation, and its contextual aspects.

The construction and installation of the expositions **is organized and realized by the curators**. If you are interested, you may order and use the services or equipment and materials provided by the official PQ construction company. We will provide you with their contact information and a list of recommended suppliers by **November 2018**.

Please note that there will be **no parting walls built between the exposition spaces**. **If building the dividing wall, you are required to design the outer walls of your exposition, at your own expenses**, and communicate with your neighboring countries to cooperate on designing the borders between your expositions. **However, we strongly advise to think about every part of the exhibition same way as about any design for performance, where every part of the space including walls becomes an important part of the whole, part of shared experience**. Please, avoid using walls unless they play an important role in your overall concept and the overall shared environment where we encourage all countries to cooperate without borders.

Installation work may not begin before 8 a.m. on June 03, 2019 and should finish before 5 p.m. on June 05 2019. It is possible to work nonstop 24 hours between these dates.

The dismantling of the exhibitions cannot begin before **7 p.m. on June 16, 2019**. Please note that all exhibits must remain fully intact until the PQ Exhibition has officially ended. **Disturbing or tearing down an exhibit or any part of an exhibit prior to the closing hour of the PQ Exhibition may result in a financial penalty from the PQ Organizers.**

We highly recommend you that your exhibitions will be accessible for handicapped.

[2.1.5. Transportation](#)

In order to facilitate the organizational and technical issues associated with customs formalities and the transportation of PQ exhibits, we provide recommendation for official PQ transportation services for handling all issues related to the transportation of exhibits. Contact information, instructions, and prices will be announced in November 2018.

[2.1.6. Insurance and Security](#)

We strongly recommend insurance for all exhibits in all sections and exhibitions. It is therefore necessary that you sign an insurance contract with your insurance company.

Security

The PQ 2019 Organizers will use a security agency to monitor the security of all PQ 2019 Exhibition Spaces. The security guards have the right to control the entry and exit of all PQ visitors and exhibitors.

Insurance

The extent of insurance provided by the PQ Organizers will be announced in March 2019. Generally, during the PQ exhibits will be insured against damage and destruction caused by natural hazards, and will also be insured against theft and vandalism.

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

The exhibits' insurance begins the moment they are accepted into the PQ 2019 Exhibition Spaces. Exhibits ARE NOT INSURED by the PQ Organizers during their transport.

2.1.7. Sound Regulations

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 must be undertaken responsibly** and should not in any way interfere with other sound designs or exhibits that may be part of the PQ.

Use of sound **inside of the exhibition**, with the sound being reproduced alongside videos, photographs or other still images etc.

1. 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 thus diluting the sonic message intended for these other displays. This will also prevent sound from other exhibits imposing upon your display.
2. If loudspeakers are to be used, then these should be placed in suitably **soundproofed booths**.
3. Controlled sound environment is also an option
4. The volume of sound in any exhibit must be sensibly controlled; the PQ Organizers reserve the right to modify the sound level of any equipment if the volume interferes with other exhibits, presentations, or events.

Please **consult with** the PQ team (production@pq.cz) **about the sound design elements of your exposition.**

2.1.8. Live Events in Expositions

It is possible to have live events as a part of the exposition but the exposition itself must be accessible to all visitors during whole time of the exhibition. All events must take place only inside the individual countries' expositions and are not allowed to disturb neighboring expositions. Please note again that there are strict sound rules for the noise coming out of the expositions. In case that you would like to organize private events only for invited persons (such as banquet etc.) PQ Organizer will provide you with a separate space that can be used for such events. Curators should inform the PQ Organizers about all such activity by **January 31, 2019** (an application form will be available by the end of 2018). Otherwise, the information about the live program will not be made public within the PQ program information. All live events must be approved by the PQ team.

Deadlines concerning exhibition spaces:

1 - 31	May 2018	Reservation of PQ Exhibition Spaces for Exhibition of Countries and Regions and Student Exhibition.
30	June 2018	Detailed exhibition plans will be sent to curators including other technical information pertaining to the selected exhibition space.
30	November 2018	Deadline for curators to provide PQ Organizer with the ground plan of the exposition including electrical sockets, entrances and all necessary details with sketches and/or photos.
30	November 2018	PQ will announce the list of recommended suppliers and transport companies.
31	December 2018	The contract between each country and the PQ Organizer specifying all the conditions for participating in the PQ 2019 will be sent to all Exhibitors by the this date.
31	January 2019	PQ will send the Invoice for payment for Exhibition spaces until this date at latest.
03	June 2019 8 a.m.	The installation of exhibits begins.
05	June 2019 5 p.m.	The end of the installation of exhibits.
16	June 2019 7 p.m.	The dismantling of exhibitions begins.

2.2. PQ 2019 Exhibition Spaces - Technical Specifications

2.2.1. General Technical Specifications for all PQ Exhibition Spaces

The general technical specifications are as follows:

- the maximum floor load in all exhibition spaces is 400 kg/m²;
- dust-producing installation work such as wood cutting, planing, sanding, drilling, etc. is allowed only with effective dust exhaustion and must be consulted with the PQ Organizers in advance;
- steel structures whose surface is not coated must be isolated from the flooring;
- when using self-adhesive tapes (esp. carpet tapes) on the flooring, paper tape should be used as an underlayer.

IT IS NOT POSSIBLE TO:

- hang or attach any objects to 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 or use an open fire;
- use water or any other liquid in contact with any part of the Exhibition Space.

2.2.2. General Technical Specifications for the Installation for all PQ Exhibition Spaces

- **Exhibition Spaces** are marked with numbers and letters according to their location
- **The maximum height of the exhibit for both Student Exhibition and the Exhibition of Countries and Regions is 5 m.**
- All PQ Exhibition Spaces have the standard **electrical input** of **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. **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 Organizer 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 greater input, this requires the consent of the PQ Organizers. Please consult this matter with the PQ Organizers and include these details in your exhibit plan.
- All additional fees for additional services such as extra electrical inputs, stable Internet connection etc. will be published in one of the following manuals.

You are kindly asked to provide us with a floor plan of your exhibit, indicating entrances and exits, electrical plugs, etc. by the **end of November 2018**.

2.2.3. Public Space

Exhibitors wishing to have an exposition and/or performance in a public space will need to negotiate specific assignment and availability on a case-by-case basis with PQ Organizers. The spaces immediately to the front and rear of the Industrial Palace are marked for this use, but there are also opportunities for use of other spaces on the Prague Exhibition Grounds or in the City of Prague. Any Exhibitors wishing to utilize public space should submit a detailed written description of the proposed activities and a map showing desired space. If approved, PQ Organizers will assist with obtaining city permissions for use of the space, but the project must be self-sustaining in all other ways (structure, electricity, audio-visual equipment, etc...). All activities in public spaces require approval by the PQ Organizers first and all exhibitors must respect the limitations and rules given by the PQ Organizers. Specific details of projects taking place in public spaces will be determined and a detailed written amendment will be added to the contract

Limitations and rules for expositions and performances in public space

1. The installation or performance should not be a barrier within the public space. The installation may not cause any limitations for city transport or pedestrians. If there are any city properties, statues, green areas, or other permanent installations in your space, they must be respected. Any intervention with city property is not allowed and nothing should be moved. Also, any kind of pollution or damage of public space is prohibited.
2. No electricity for public space projects will be provided by the PQ Organizers in general. All expositions have to be able to be displayed without electricity or any kind of generators.
3. No water supply is to be used in public spaces for the expositions.
4. No fire is allowed in public spaces for the expositions.
5. All charges for the city's permission for use of space, storage room, technical equipment, or any other special requests are paid by the exhibitor upon previous calculation made by the PQ Organizers.
6. The expositions should be built in such a way that it or any part of it cannot be stolen (no small parts that could be unattached, all spaces should be well locked). Security costs directly related to installations in public spaces have to be covered by exhibitors unless no need of security is approved by the PQ Organizers. Generally, all installations in public spaces need security during the time of set up, the exhibition itself, and strike down.
7. Exhibitions or performances in public spaces must take place between 6 am and 10 pm if not otherwise individually agreed upon with the PQ Organizers.
8. Amplification of the installation is possible just while keeping the noise limit at 45dB, but only until 10 pm. After 10 pm is any noise inadmissible.

Any exceptions or technical requirements not listed above must be discussed with the PQ Organizers in advance.

[3. Other Organizational Information](#)

[3.1. Contract](#)

The contract between each country (represented by the responsible institution/country's Curator) and the PQ Organizers specifying all the conditions for participating in the PQ 2019 will be sent to all exhibitors by the end of December 2018. The contract must be signed by the exhibitor and sent back to the PQ office **before January 31, 2019 and PQ Organizer will send the invoice afterwards. If the contract is not signed the exhibitor will not be provided with an exhibition space. If the PQ Organizer will not receive the payment for the invoice, the exhibitor will not be given place in the Programme Brochure and PQ Catalogue.**

[3.2. Accommodation](#)

In order to facilitate the accommodation needs of 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, 2018.** 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.

[3.3. Catalogue](#)

An important aspect of the PQ is the Catalogue that accompanies the event. Each curator will be provided with the address, password and detailed instructions during spring 2018 and will have access to the on-line data entry form that can be filled in and updated at any time until the **end of January 2019**.

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 2019 Catalogue as well as in other materials related to the Prague Quadrennial.

[3.4. Registration and Entry Regulations](#)

Entrance to all PQ exhibition spaces during the PQ 2019 will be provided only with a PQ 2019 **registration card** or valid ticket.

Further information about the registration system and fees will be announced in January 2019.

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 only 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 in advance**. Participants who are mantling and dismantling the expositions and are also registered and have paid for the PQ registration card will be provided with their 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. Each curator will be provided with a free registration card for entire duration of PQ 2019.

[3.5. Author's rights and copyrights](#)

All exhibitors are obligated to secure **all author's rights and copyrights** for **all exhibited components** (photographs, video materials, film materials, music, designs, etc.) that will be on display during the PQ 2019 and in **all sections** of the PQ 2019, and guarantees that the PQ Organizers will not be held responsible for any claims made by any third parties. The exhibitor authorizes the PQ Organizer with the right to photograph and document (in the form of video, audio or any other form of digital recording, etc.) the exhibition and its individual components for purposes of documenting the PQ 2019, for the use in future publications (either printed or electronic) prepared by the PQ Organizers in connection with

the promotion of the PQ 2019 Exhibition and for the future promotional purposes of the Prague Quadrennial as a whole (either in printed or electronic form or in organized exhibitions).

The Exhibitor provides the PQ Organizer with the rights to the photographs and video recordings of the exhibit (or any part of it) for the Czech Republic and the rest of the world without any financial compensation.

3.6. Sale of Curators' Publications

The PQ Bookshop will offer the curators the opportunity to sell a catalogue or other publication to accompany their exhibit. The conditions will be announced in January 2019.

3.7. Press and Promotion

We would like to ask curators for their cooperation on the international promotion of the Prague Quadrennial 2019 in all participating countries. The PQ's international PR team is now reviving contacts from previous years and we are looking for as many media contacts in your country as possible in order to spread information about PQ 2019. 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 curators of Countries and Regions and their teams is greatly appreciated.

Furthermore, we would be glad if we could **present the Prague Quadrennial** and its concept and program for 2019 at any of your conferences/meetings/festivals or other events. The possibilities range **from leaflets and handouts to live talks and interactive presentations**.

Ms. Eva Holečková (eva.holeckova@pq.cz) is available for any contacts, questions, and ideas. She will be distributing the press releases, photos, videos, leaflets and organizing presentations. You can find the official PQ logo (as well as rules on how to use it) on the PQ website here - <http://www.pq.cz/en/about-pq/logo-download>.

4. PQ 2019 Deadlines

2018			Pg.
28	February 2018	Deadline for application for projects: Fragments, Formations, Site Specific Performance Festival.	
	Spring 2018	PQ will announce information about the Catalogue - password and instructions for the online data entry form, access to the Catalogue's online data entry form will be opened.	12
30	March 2018	Deadline for curators to provide PQ Organizer with the concept of their exhibition, upon request from PQ.	
01 - 31	May 2018	Reservation of PQ Exhibition Spaces for Exhibition of Countries and Regions and Student Exhibition.	5
31	May 2018	Deadline for application for Architecture Exhibition Our Theatre of the World.	
30	June 2018	Detailed exhibition plans will be sent to curators including other technical information pertaining to the selected exhibition space.	6
30	November 2018	Deadline for curators to provide PQ Organizer with the ground plan of the exposition including electrical sockets, entrances and all necessary details with sketches and/or photos.	7
30	November 2018	PQ will announce the list of recommended suppliers and transport companies.	7
31	December 2018	The contract between each country and the PQ Organizer specifying all the conditions for participating in the PQ 2019 will be sent to all Exhibitors by the this date.	11
2019			Pg.
31	January 2019	Curators - Deadline for completing the Catalogue's online data entry form.	12
31	January 2019	Signed contract has to be sent back to the PQ office.	11
31	January 2019	PQ will send the Invoice for payment for Exhibition Spaces until this date at latest.	6
31	January 2019	Curators should inform the PQ Organizers about Live Events in their expositions.	9
31	January 2019	PQ will announce information about the conditions of the PQ Bookshop.	13
31	March 2019	Extent of insurance provided by the PQ Organizers will be announced.	8
03	June 2019 8 a.m.	The installation of exhibits begins.	7
05	June 2019 5 p.m.	The end of the installation of exhibits.	7
05	June 2019	PQ 2019 Official Opening.	
06 - 16	June 2019	14th Prague Quadrennial.	
16	June 2019 7 p.m.	The dismantling of exhibitions begins.	7

5. Contacts

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