



嘉義鐵道藝術村展演場地申請簡章

General Rules of Application for Exhibition Location at Art Site of Chiayi Railway Warehouse

一、 主旨

嘉義市政府文化局(以下簡稱本局)配合文化部推動閒置空間再利用，鼓勵藝文團體或個人利用嘉義鐵道藝術村從事創作發表。

二、 申請資格

1. 對藝術創作有興趣之個人或團體均可提出申請。
2. 團體表演申請者須檢附立案或登記證書影本；個人申請者須檢附身分證正反面影本或其他足以證明身分之文件。
3. 通過審查安排展出者，未滿3年不得再度申請。因故未能展出時，應於展出日三個月前書面通知本局，違者取消申請資格。

三、 展演場地

1. 四號倉庫
 - (1) 使用面積約64坪(約218平方公尺)，水泥地板、牆面保留倉庫原始無粉刷質感。天花板為建築鋼架，有一獨立小隔間，進入無須脫鞋。提供開放空間實驗裝置作品及視覺藝術展演。
 - (2) 倉庫兩面牆腳處有通風口、並天花板有天窗，自然光可透入。
2. 五號倉庫
 - (1) 使用面積約63.9坪(218平方公尺)，柚木地板，牆面包覆上漆木板，天花板保留原始檜木桁架，進入需脫鞋，提供不定形式實驗表演空間及視覺藝術作品展出。
 - (2) 表演申請單位如需黑膠地板請自行準備。

四、 簡章索取

1. 附回郵信封來函索取或上網 嘉義市政府文化局 <http://163.29.100.12/cabcy/up01.asp>或嘉義鐵道藝術村<http://www.cabcy.gov.tw/railway/>下載「展場申請」簡章。(回郵信封需註明「索取展演場地申請簡章」字樣)
2. 報名表填妥後，一律隨同送審資料以掛號郵寄或親自送至：
600 嘉義市北興街37-10號 嘉義鐵道藝術村·營運管理中心 收

五、 申請時間

1. 展覽活動：每年6月1日至10月31日前受理申請(以郵戳日期為憑)
2. 表演活動：須在表演活動3個月前提出申請。

六、 申請辦法

1. 展覽申請
創作內容、媒材不拘，展出作品之限制為長、寬、高各不超過2.5公尺，立體作品每件總重量以100公斤為限，凡符合申請資格者，請備妥下列資料：

- (1) 展覽申請表
- (2) 送審作品清單
- (3) 送審作品及作品集請製成光碟片資料
 - a. 立體作品：5-10件計畫展出作品之三個不同角度作品集。
 - b. 裝置作品：以A4紙張詳述展出作品創作理念及繪製草圖，並註明各部分之尺寸及材質。
 - c. 平面作品：20件以上相關展出作品或畫冊集。

※各類附表，請以A4規格裝訂成冊以利作業

※光碟片上，請以油性筆書寫清楚相關資料(請勿用自黏標籤)。

※光碟資料片中請附註圖檔名稱，並附文字資料整理說明。

※送審文件欲退還者，應於申請時附上「退件之回郵掛號信封」，於審查結束後寄還，否則由本局自行處理不再退還。

2. 表演申請

表演活動凡符合申請資格者，請備妥下列資料：表演申請表及相關參考資料。

七、 審查與通知：

1. 展覽申請
 - (1) 由本局邀請相關藝術專家學者審查。
 - (2) 審查通過者，由本局安排檔期。
2. 表演申請：採書面審查方式，審查通過者，由本單位函知申請表。
3. 通過審查安排展出者，未滿1年者不得再度申請。
4. 因故無法如期辦理展演，應於展演前二個月提出。未能遵守者，本局得取消展演，且二年內不得再提出申請。

八、申請展演注意事項：

1. 權利義務：
 - (1) 本局在四、五號倉庫已設置保全系統，負責作品展覽期間展品維護。展覽品於展覽期間如有遺失或毀損者，由申請者以其自行投保之保險金受補償，申請者不得請求本局賠償，如申請者應投保而未投保者，致無法受領保險金者，亦不得請求本局賠償。
 - (2) 因應本局展演業務的推動，本局保留檔期變動之權利，申請者不得請求本局為任何之補償或賠償。
 - (3) 請柬之寄發、展品之裝框、包裝、運送、展品保險事宜(申請者應自行投保)、展場佈置及佈卸展所需人力、材料等均由申請者負責。為與申請者共負展演品質之責，該展所有文宣資料內容需先經本局同意後，始得發行。
 - (4) 本局對展演者送件之所有相關資料等，有研究、攝影、宣傳、印刷、圖片轉載、公開展示及播送權利。
 - (5) 除純為申請者內部之排練、研習等活動外，各借用場次應有完整書面資料或安排專人現場解說，以維持與民眾的互動。
 - (6) 申請者因活動或演出所須使用之各項器械、物品、財物等，應妥為保管，本局不負任何保管責任。
2. 展覽申請通過時所提供的資源：
 - (1) 視年度經費酌於補助邀請卡與主題牆之印製。
 - (2) 嘉義市政府網站發布新聞。
3. 展覽開幕：如需辦理開幕茶會，費用由申請人自行負責。
4. 展演作品：須依原申請展覽計畫執行，惟有更動須事先徵得本局同意。
5. 展演佈置：
 - (1) 現場不得陳列或設置與展出無關之其他物品。
 - (2) 非經諮詢，不得有破壞展場之情事，若需更動展場結構，申請核可後須按照原本場地復原，若未復原，本局將自行請專人恢復，並向展出者索取賠償費用。
6. 展演期間：
 - (1) 展出場地內，除懸掛作品及說明資料外，非經本局同意，不得任意張貼與展覽無關之文宣資料。
 - (2) 現場禁止任何商業行為，經查證屬實立即停止展出，並永久取消展出資格，被取消展出者之一切損失由展出者自行負責。
 - (3) 為使展演生動並提供觀眾深度欣賞，美術類展覽期間應安排導覽活動。
7. 展覽結束：

應於展覽結束後次日卸展，展品必須於卸展二日內運離本展場，逾期本局將依權責逕予處理，並不負保管責任，以維展覽場地之觀瞻。
8. 申請展如有違反上述各款情形者，本局得立即停止展出，並於二年內不得再提出申請。

九、損壞與賠償

1. 申請者應妥善運用場地及原有器材，並保持其清潔及完整，若造成毀損或故障，應依本局所提金額賠償，申請者不得異議。
2. 申請者自備之各項器材屬私人物品者，若於活動進行中發生任何故障、毀損由申請者自行負責。

十、其他注意事項

1. 未經同意，不得任意改變場地之佈置或擺設。
2. 未經同意，不得外加電力或變更迴路。
3. 各車輛應按規定停放於停車格線，不得任意停放於倉庫周邊。
4. 各項活動及演出不得影響倉庫四周民宅之居住安寧。
5. 各項活動及演出不得違反良善風俗或公共安全。
6. 相關事宜，請於週三至週日09：00－12：00；14：00－17：00洽嘉義鐵道藝術村營運管理中心，電話：05-2327477
7. 凡申請展出者，視同同意本實施辦法所定之各項規定。本要點未盡事宜，得隨時修訂之。

I, Subject

Cultural Affairs Bureau encourages artistic groups and individuals to utilize Art Site of Chiayi Railway Warehouse for the exhibition in association with Ministry of Culture.

II, Qualification

1. Individuals and groups that are interested in artistic creation can submit application.
2. Group performance applicants should submit the copy of certificate of registration and individual applicants should submit the copy of the front and back of ID card or other papers for identification.
3. Application by all approved to arrange for put on exhibitor, under less 3 years should not once again application. For some reason can't exhibition, should the prior to three of the month approval in writing told by Office, violator cancel qualifications of exhibition.

III, Location for Exhibition

1. **Warehouse No. 4**
 - (1) The area for use is about 218 square meters with cement floor and the wall preserves the original substance of the warehouse without painting. The ceiling is made of steels with a small bay without the need to take off the shoes. It offers the exhibition of space experiment device works and visual art.
 - (2) There are ventilators at the corners of both sides of the warehouse and a dormer which the light can go through.
2. **Warehouse No. 5**
 - (1) The area for use is about 218 square meters with the teakwood floor. The wall is covered with painting woods and the ceiling preserves the original juniper structure with the need of taking off shoes to enter. It offers the exhibition of atypical experimental performance space and visual art.
 - (2) The units of performance application, if needing the black gummed tape floor, should prepare by themselves.

IV, General Rules for Demanding

1. A stamped addressed envelope is required for demanding or you can see information on the website of Cultural Affairs Bureau of Chiayi City <http://163.29.100.12/cabcy/up01.asp> or Art Site of Chiayi Railway Warehouse <http://www.cabcy.gov.tw/railway/> to download the general rules and registration form. (Please mark out "Demanding Exhibition Location Application General Rules" on the stamped addressed envelope)
2. After filling out registration form, please send by registered post or send in person to Operation Management Center of Art Site of Chiayi Railway Warehouse.
Address : No.37-10, Beising St., West District, Chiayi City 600.

V, Time for Application

1. **Exhibition Activity** : Application from June, 1 to Oct, 31 Every Year
2. **Performance Activity** : Application 3 Months before Performance Activity

VI, How to Apply

1. Exhibition Application
The contents and materials of creation are not limited; the works for exhibition are required to be below 2.5 meters in length, width and height. The weight of the works of 3-d is limited within 100 kilograms. Qualified applicants are supposed to prepare the following papers :
 - (1) Exhibition Application Form
 - (2) List of works for examination
 - (3) The Disc of the works for examination and works collection
 - a. Work of 3-d: The collection of 5-10 works from three different angles for exhibition
 - b. Device Works: Please expound the ideas of the creation and draw a draft on A4 papers and explain the sizes and materials of each part.
 - c. Plain works: Related Works over 20 pieces for exhibition or the collection.

※ Every attached table should be in size of A4 for the convenience for binding.
※ Please write clearly the related papers on the disk with the oil pen (Please do not stick the labels).
※ If you want the papers for examination to be returned, please attach a stamped addressed envelope when applying and papers will be returned after examination. Otherwise the papers will not be returned.
2. Performance Application
It is upon the paperwork. Culture Affairs Bureau will inform those passing the examination the Application Form.

VII, Examination and Notification

1. Exhibition Application
 - (1) Art-related scholars and experts are invited for the examination.
 - (2) Cultural Affairs Bureau will arrange the schedule for the applicants passing the examination.
2. The applicants passing the examination cannot apply in one year.
3. Applicants whose exhibition and performance cannot be held on the schedule for some reason should apply two months before the performance. Cultural Affairs Bureau has the right to cancel the exhibition and performance of those who cannot obey the rules and no more application is allowed in two years.

VIII, Notice for Exhibition and Performance Application

1. **Right and Obligation :**
 - (1) Cultural Affairs Bureau has set security system in Warehouse No. 4 and 5 to be responsible for the security of the works. If the works are lost or damaged during the performance and exhibition, the loss will be paid by the insurance policy taken out by the applicants. Applicants cannot ask for Cultural Affairs Bureau for the indemnification. If applicants that are supposed to take out the insurance policy do not insure, they cannot ask Cultural Affairs Bureau for indemnification.
 - (2) For the promotion of exhibition and performance business of Cultural Affairs Bureau, Cultural Affairs Bureau has the right to change the schedule. Applicants cannot ask Cultural Affairs Bureau for any indemnification.
 - (3) Applicants should be responsible for the insurance of sending of invitation card, framing, packing and transporting of the works (Applicants should insure themselves), and people and materials needed for decoration and preparation of the stage. In order to cooperate with the applicants for the quality of the exhibition and performance, the contents of pamphlets have to get the approval of Cultural Affairs Bureau for publication.
 - (4) Cultural Affairs Bureau has the right of research, photography, promotion, print, transference, public exhibition and broadcast of the related materials of the cases.
 - (5) Except the interior practice and study of applicants, every borrowed showings should have complete information or the experts' narration to maintain the interaction with the citizens.
 - (6) Every item for the needs of activities or performance should be kept safely; Cultural Affairs Bureau is not responsible for safekeeping.
2. **The Resources Offered after Passing Exhibition Application :**
 - (1) To assist the print of thematic wall according to the annual budget
 - (2) News announcement on the internet of Chiayi City
3. **Opening Ceremony :**

Applicants should be responsible for the fee of the tea party.
4. **Works for Exhibition :**

Projects Implementation should be based on the original Exhibition and Performance Application. Any change should get the approval of Cultural Affairs Bureau.
5. **Decoration :**
 - (1) No flower basket and unrelated items is allowed to be displayed.
 - (2) No damage is allowed without asking for advices. If there are the needs to change the structure of exhibition stage, restoration after the admission of application is required. If one doesn't make restoration, Cultural Affairs Bureau will charge the applicants for workers' help of restoration.
6. **Duration of Exhibition :**
 - (1) Except the works and information materials, no other unrelated material is allowed for display without permission of Cultural Affairs Bureau.
 - (2) Any commercial act is forbidden and when found, the exhibition will be immediately stopped and the qualification for exhibition will be permanently canceled. The applicants whose exhibitions are canceled should be responsible for the loss of exhibitions.
 - (3) For the vivid performance and exhibition and the offering of the depth of the audiences' appreciation, guides are required during artistic exhibition.
7. **The End of Exhibition :**

The works have to be removed the day after the end of exhibition or Cultural Affairs Bureau will deal with them according to the duty and won't be responsible for the keeping for the cleanness of the site of exhibition.
8. **Cultural Affairs Bureau has the right to cancel immediately the exhibitions of the applicants who violate the rules mentioned and no application will be allowed in two years.**

IX 、 Damage and Indemnification

1. Applicants should use the sites and original equipments properly and keep them clean and complete. Applicants should indemnify fully for any damage or breakdown without any objection.
2. Applicants should be responsible for the damage or breakdown of personal objects.

X 、 Other Notices

1. Without permission, no change in decoration of the site will be allowed.
2. Without permission, no extra system of electricity and change of the route is allowed.
3. Every vehicle should be parked in the parking zone and the parking around the warehouse is not allowed.
4. Every activity and performance cannot influence the quietness of the inhabitants around the warehouse.
5. Every activity and performance cannot violate the manners and public security.
6. About borrowing-related questions, please call Operation Management Center of Art Site of Chiayi Railway Warehouse at 9-12 am and 2-5 pm from Wed. to Sun. Phone: 05-2327477#13
7. Those who apply for the exhibition are thought to agree on the implementation means. If insufficient, the means will be amended at any time for need.

申請書 Application	日期 Date	年 Year	月 Month	日 Day
	號(由本單位填寫) No. (filled by the unit of acceptance)			

嘉義鐵道藝術村表演申請表

Art Site of Chiayi Railway Warehouse Performance Application Form

姓名 (單位) Name (Unit)		身分證字號 (立案登記字號) ID Number (Registration No.)	
聯絡電話 Phone		手機 Mobile	
E-mail			
通訊地址 Address			
演出時間 Time of Performance	年 Year	月 Month	日 Day
附繳文件 Papers Required	<input type="checkbox"/> 身分證影印本 One copy of ID card <input type="checkbox"/> 其他 Other <input type="checkbox"/> 立案或登記證書影印本 Copy of Registration Certificate		
表演場所 Location	<input type="checkbox"/> 枕木廣場 Railroad tie Plaza <input type="checkbox"/> 其他 Other		
演出內容 Contents of Performance			
演出人員 (單位)介紹 Cast (Unit) Brie Introduction			
聲明事項 Claim	<p>1. 申請人於申請核可後始展出。 2. 展出單位自行負責相關設備，並於活動結束後恢復場地整潔。 3. 如主辦單位，因活動需要，得取消申請者展演活動。 4. 申請人所填資料及繳附文件均為真實，如有不實或違反以上規定，申請單位得取消演出資格絕無異議。 5. 本人同意依照嘉義鐵道藝術村展演場地申請簡章之規定辦理。</p> <p>中華民國 年 月 日 申請人： (簽章)</p> <p>1. Applicants are allowed for exhibition after the application is received. 2. Units for exhibition are supposed to be responsible for the related equipments and maintain the cleanness after the exhibition. 3. The organizer has the right to cancel the exhibition of the applicants for the needs of activities. 4. The applicants have to claim the truth of information and papers if information and papers are not true or violate the regulations, the units of acceptance have the right to cancel the performance without any objection. 5. I agree with the related regulations of Art Site of Chiayi Railway Warehouse Exhibition Application General Rules.</p> <p style="text-align: right;">Year Month Day Applicant : (Signature)</p>		
審核結果 Result			

申請書 Application	日期 Date	年 Year
		月 Month
	號(由本單位填寫) No. (filled by the unit of acceptance)	

嘉義鐵道藝術村展覽申請表

Art Site of Chiayi Railway Warehouse Exhibition Application Form

姓名 (單位) Name (Unit)		身分證字號 (立案登記字號) ID Number (Registration No.)	
聯絡電話 Phone		手機 Mobile	
E-mail			
通訊地址 Address			
展出時間 Time of Exhibition	年 Year 月 Month (正確日期由本單位承辦人員確認後通知)		
附繳文件 Papers Required	<input type="checkbox"/> 身分證影印本 One copy of ID card <input type="checkbox"/> 作品光碟 Works CD <input type="checkbox"/> 其他 Other		
展覽場所 Location	<input type="checkbox"/> 四號倉庫 Warehouse No.4 <input type="checkbox"/> 五號倉庫 Warehouse No.5 <input type="checkbox"/> 丸三展場 Wan-San Exhibition		
創作自述 Self-Explanation for the Creation			
個人簡歷(學/經歷) Biographical Notes (Academic Background / Experience)			
聲明事項 Claim	<p>1. 申請人於申請核可後始展出。 2. 展出單位自行負責相關設備，並於活動結束後恢復場地整潔。 3. 如主辦單位，因活動需要，得取消申請者展演活動。 4. 申請人所填資料及繳附文件均為真實，如有不實或違反以上規定，申請單位得取消演出資格絕無異議。 5. 本人同意依照嘉義鐵道藝術村展演場地申請簡章之規定辦理。</p> <p>中華民國 年 月 日 申請人： (簽章)</p> <p>1. Applicants are allowed for exhibition after the application is received. 2. Units for exhibition are supposed to be responsible for the related equipments and maintain the cleanness after the exhibition. 3. The organizer has the right to cancel the exhibition of the applicants for the needs of activities. 4. The applicants have to claim the truth of information and papers if information and papers are not true or violate the regulations, the units of acceptance have the right to cancel the performance without any objection. 5. I agree with the related regulations of Art Site of Chiayi Railway Warehouse Exhibition Application General Rules.</p> <p>Year Month Day Applicant : (Signature)</p>		
審核結果 Result			

