

(rev November 2019)

Exhibition Rules

General

1. Members of staff of the Council of Europe or of Permanent Representations may submit their own work for exhibitions or sponsor exhibitions by outside artists.
2. The areas available to the Staff Amicale Arts Club are the corridors around the Control Centre, where two or three exhibitions can be held simultaneously, the showcases in the bar area leading to the restaurant, and the long wall (26.4 m) at level 0 in the Agora building. These areas can be referred to as the Council of Europe Art Galleries.
3. The Council of Europe is not open to the general public. Access to exhibitions is controlled by badges issued by the security services directly to those concerned. Consequently, outside publicity for exhibitions should be avoided.
4. Proposed artwork undergoes a selection procedure. The decision of the Arts Club selection committee is final. The selection committee is composed of five members plus the President of the Arts Club, and is established each year at the Annual General Meeting.

Selection Procedure

1. The artist and his/her sponsor should submit an online application in the course of May for an exhibition the following year. Sponsorship is limited to one or two artists per year. Artists who have already exhibited may not resubmit an application for two years. The files of artists placed on the reserve list can be re-entered in the selection process for the following year.
2. Staff members of the Council of Europe are invited to vote on all the artists' online applications, on dates and for a period of time (usually a week) to be announced on the Council of Europe Intranet. This vote is indicative only and a jury composed of five Arts Club members has the final say.
3. In the course of the summer the Arts Club committee finalises the selection of artists and sponsors, and draws up a reserve list (waiting list).
4. The programme for the following year is announced in the autumn.

Artists

1. Artists from outside the Organisation must be sponsored by a staff member of the Council of Europe or of a Permanent Representation. The sponsor will be responsible for subsequent contacts with the Arts Club.
2. Applications are made online via the Arts Club website. The artist and his/her sponsor register an online application by creating an account with a password. They give the proposed exhibition a title, present the artist by including biographical details and information on the artist's work,

upload four photographs (jpeg.) that represent recent work and provide a link to the artist's website/online gallery.

3. Once an artist has been accepted for an exhibition and the dates of the exhibition have been agreed upon, the artist will be asked to tick a box agreeing to a liability waiver absolving the Council of Europe and the Arts Club of liability for any loss or damage.
4. The exhibition fee is a flat rate of 50 euros for each exhibition area. If the exhibition space is shared between two artists, the fee is reduced accordingly. The fee is payable by cheque or bank transfer to the Amicale Arts Club (details can be found online). Any proceeds from sales of art work go entirely to the artist.
5. At this point an Arts Club coordinator will be indicated to advise on all subsequent procedure relating to the specific exhibition. The coordinator's name and contact details will be entered on the artist's online account. The artist's sponsor is best placed to act as the link between the coordinator and the artist.
6. A joint meeting will be arranged between the various artists, sponsors and co-ordinators for each exhibition period, at least one month prior to the exhibition.
7. All works must be properly presented and ready for hanging/exhibiting. For exhibitions in the Palais gallery, works heavier than 10 kg per metre cannot be hung from the rails but should be placed on supports.
8. The artist, and any persons helping with the exhibition, should observe Council of Europe security arrangements regarding identity badges and access. The Arts Club coordinator will advise on current practice. Access is not permitted for non-staff members at weekends and outside working hours (8 am – 7 pm).
9. The artist is responsible for putting up and taking down the exhibition, and should agree with the sponsor and co-ordinator when to do so (preferably on the first Monday of the exhibition and the last Friday). The Arts Club supplies wires and hooks for pictures, and has some pedestals for sculptures. At the end of the exhibition, these items should be replaced in the toolbox or store-room from which they were taken.
10. The artist must not damage or remove these items (for example, wires must not be cut or knotted). The hanging of pictures or fixing of stickers directly on the walls themselves is strictly forbidden.
11. The artist prepares a list of the works on show. Any price list must not bear the Arts Club logo and must refer to the sponsor and artist only.
12. Copies of the artist's biographical details and information on his/her work should be left in the exhibition area.
13. Any artist wishing to withdraw must notify the exhibition co-ordinator at least two months in advance, so that a replacement artist can be found. Otherwise the exhibition fee will not be returned.
14. The artist or his/her sponsor should upload his invitation to his online account, allowing his guests to register online for the private viewing (*vernissage*). In addition, the guest list (in the form of an Excel table with surname and first name in separate columns) should be uploaded to the artist's online account at least 10 days before the viewing. This time period is necessary in order for the Arts Club to comply with the instructions issued by the Council of Europe's security service.

Sponsors

1. An artist must be sponsored by a member of staff of the Council of Europe or of a Permanent Representation who has authorised access to the Council of Europe building. The sponsor is responsible for all contacts with the Arts Club.

2. The sponsor submits an online application to the Arts Club on behalf of the artist, assists with the various steps in the selection process. If the artist is selected, the sponsor assists in the setting up and taking down of the exhibition and in the organisation of the private viewing. He/she remains responsible for the entire duration of the exhibition period and for communication between the artist and the Arts Club.
3. The artist's file goes through a selection process (see separate section). If the artist is selected, his/her sponsor will be informed via the artist's online account of the Arts Club coordinator tasked with assisting with the exhibition.
4. A joint meeting will be arranged at least one month prior to the start of the exhibition between the various artists, sponsors and co-ordinators.
5. The sponsor must be on hand to meet the artist when he/she arrives to put up and take down the exhibition, and must also be available throughout the period covered by the exhibition.
6. If absent (on mission, etc.), the sponsor must give the coordinator the name of a replacement member of staff.
7. The sponsor must ensure that copies of the artist's biography and catalogue/price list are always available in the exhibition area.
8. The sponsor is also responsible for returning hooks, wires, etc., in good condition, to Arts Club representatives by 9 a.m. on the Monday following the end of the exhibition and for returning pedestals.
9. The sponsor and the artist may organise a private viewing (*vernissage*). Since the exhibition areas are not open to the general public, the Council of Europe's security regulations must be complied with (please see the rules on private viewings). The sponsor is personally responsible for sending the guest list, and for ensuring that the private viewing is properly conducted. The guest list should be sent to the Arts Club secretary and to the coordinator in Excel format (one column for the family name, one for the first name, no accents) at least 10 days before the exhibition. This time period is necessary in order for the Arts Club to comply with the instructions issued by the Council of Europe's security service. The sponsor must stay until the end of the private viewing to help clear up and to ensure that all guests leave the building by 8 p.m. at the latest. As the main entrances to the buildings now close at 7 p.m., after that time both staff and guests must leave via the rear of the buildings.
10. As a rule, for the same security reasons, persons from outside the Council of Europe are not otherwise permitted to visit exhibitions. The sponsor or a member of staff personally delegated by him/her to do so must accompany any authorised visitors.

NB: please also see "Note to Sponsors" appended to these Rules.

Coordinators

1. The work of an exhibition coordinator consists in ensuring that the exhibition takes place to the satisfaction of all those concerned.
2. The coordinator must contact the sponsor in order to organise, at the latest one month before the exhibition, a meeting (in the case of exhibitions to be held in the Palais, together with the other sponsors and coordinators) to inform them about the organising of exhibitions and the procedures to follow; the artists are also welcome to join this preparatory meeting.
3. At this meeting, a date for a private viewing (*vernissage*) will be decided. The coordinator must ask the sponsor to enter the date in the artist's online account; and will also upload the invitation to the private viewing as soon as this is ready.
4. Also at this coordination meeting, the rules concerning access to the buildings, the hanging of works of art, and the practical organisation of private viewings will be explained. The sponsor should be informed of his or her obligation to provide a mobile

number so that he can be contacted by the staff at the front desk if there are any issues with the arrival of guests for the private viewing.

5. The coordinator must also ask the sponsor to complete the online account with the names of anyone helping the artist to set up and/or take down the exhibition at least 10 days before the start of the exhibition, as well as their vehicle registration number(s) so that they may be authorised to enter the grounds in order to unload. The security staff will issue a "floating" pass (*badge flottant*) for the artist and a visitor pass for his or her helper(s). These passes must be collected from the relevant entrances to the Council of Europe buildings (Allée Spach entrance for the Palais; Quai Jacoutot for the Agora) upon presentation of a passport or identity card. They must be handed in at the same place on leaving the building.
6. At the latest 10 days before the private viewing, the coordinator must obtain a guest list from the sponsor in Excel format, with one column for the family name and one for the first name (no accents), and in alphabetical order.
7. The coordinator must ensure that the rules for putting up and taking down the exhibition are followed and that the equipment belonging to the Arts Club is not damaged.
8. The coordinator must ensure that the private viewing is brought to a close at the set time and ensure that all guests have left the building before it closes. The coordinator must inform the sponsor and artist of the relevant times.

Private viewings (*vernissages*)

1. The sponsor and artist may organise a private viewing to which outside guests are invited. The Arts Club exhibition co-ordinator should be informed at an early stage and the agreed date should be entered in the artist's online account.
2. Private viewings are normally held at the beginning of the exhibition from 5.30 to 7.30 pm on the Monday or Tuesday, but can also be held at the end. For the Palais gallery, they should ideally be shared with the other artists exhibiting at the same time. Since the main entrances to both the Palais and the Agora now close at 7 pm, no guests can enter after that time and guests leaving the building after 7 pm must do so via the rear of the buildings.
3. For practical and security reasons, no more than 200 outside guests (50 per artist when four artists share an event) may be invited to any one private viewing (please see separate note "Instructions for the attention of artists and sponsors" appended to these rules). There is no restriction on the number of invitations to Council of Europe staff.
4. Persons outside the Council of Europe are not normally allowed to visit exhibitions at other times. Any visitors should be accompanied by the sponsor or a delegated member of staff.
5. The complete alphabetical list of outside guests (surnames and first names) for a private viewing in Excel format, completed by the sponsor (or artist), must be submitted to the Arts Club secretary and to the coordinator 10 days before the private viewing takes place. Only persons on this list will receive badges (on presentation of identification) for admission to the Council of Europe building.
6. All invitations should carry the Arts Club logo and the words "*This invitation is strictly personal and is not an entry pass. Please confirm your attendance to the artist's sponsor at least 10 days before the exhibition, otherwise you will not be allowed access to the building. Please bring a valid identity card/passport, which you will be required to show at the entrance to the Council of Europe*".
7. Tables (two or three) will be ordered by the exhibition co-ordinator. Plates, glasses, flowers, table cloths, drinks, cocktail snacks, disposal bags etc. are to be supplied by the sponsor and/or artist. Council of Europe catering can be approached if needed.
8. It is normal that the Arts Club Committee and a representative of the Staff Amicale be invited to private viewings. The co-ordinator will advise.

9. At the end of the private viewing (7.30 p.m. latest) all items must be removed from the exhibition area. All visitors should leave the building via the main entrance before it closes at 7 p.m. or via the rear of the building thereafter.
10. The sponsor should remain until the end of the private viewing to ensure that all guests have left the building.

APPENDIX

Note for sponsors

The Council of Europe Arts Club is an unofficial body, run by its committee and co-ordinators. Membership is open to serving or retired staff (and their spouses) of the Council, and to staff of Permanent Representations. All of the above freely devote their time and energy to organising the Club's exhibitions. Obviously, they – and also artists and visitors – must comply with the organisation's strict rules on security. Sponsors, who liaise between co-ordinators and artists, play a vital part in making exhibitions a success.

Co-ordinators help when exhibitions are being put up and taken down, and organise openings. They advise sponsors, tell them how to apply for visitor passes (badges), and put them in touch with sponsors of other artists exhibiting at the same time.

Sponsors, whether staff of the Council or of Permanent Representations, are assumed to be familiar with the regulations on security, organisation of activities and deadlines. They must explain them clearly to their artist(s), and personally ensure that they are complied with. In particular, if they are unable to discharge their responsibilities as sponsors, or attend when exhibitions are going up/coming down, openings are being held, etc., then they must arrange for a serving staff member to replace them. Failure to do this may lead to cancellation of their artist's exhibition.

Access to the Council of Europe is strictly controlled, and outside visitors require badges. Sponsors must ensure that these are issued in advance for artists, accompanying persons and, above all, guests at openings.

The success of exhibitions and openings depends on compliance with these rules.