



18th International Architecture Exhibition

PROCEDURE FOR COLLATERAL EVENTS

ART. 1 – Sections of the International Architecture Exhibition

La Biennale di Venezia (hereinafter referred to as “La Biennale”) is the promoter and organizer of the 18th International Architecture Exhibition (hereinafter referred to as “Exhibition”); the Exhibition will be open to the public from **May 20th until November 26th, 2023 (pre-opening on May 18th and 19th)**.

The Exhibition will be curated by Lesley Lokko (hereinafter referred to as “Curator”) and will take place in the institutional venues of the Giardini della Biennale and the Arsenale, with extensions in other venues in the city of Venice.

The Exhibition will be divided into the following sections:

- a. **International Exhibition**, curated by the Artistic Director;
- b. **National Participations** by the individual foreign Countries;
- c. **Collateral Events** which will be selected and acknowledged by La Biennale as an integral and specific section of the Exhibition, and will be autonomously promoted and organized by **non-profit** public or private institutions operating directly and primarily in the field of architecture or in any case of art.

ART. 2 – Participation and exclusions

By Collateral Events are meant **original exhibitions and/or installations**, in public or private buildings or in public areas, of original works and – as exceptions – initiatives such as conferences or symposiums, organized in the city of Venice and concurrent with the 18th International Architecture Exhibition.

Collateral Events must be promoted and organized by **non-profit public or private institutions operating directly and primarily in the field of architecture or in any case of art**, with the **exclusion** of both central and local territorial public institutions and administrations.

To qualify as a Collateral Event the project must be **formally approved by the Curator, whose decision is final and irrevocable**, in terms of the level of quality and scientific significance; only those projects will be taken into consideration that might represent a specific and substantial enrichment of the research and the themes of the Exhibition of



the Curator, hence with exclusion of generic group exhibitions.

The project must equally be assessed by **the offices of La Biennale** as far as the formal aspects and the ones relative to organization are concerned.

Finally, it must be submitted to the **Board of La Biennale** for final admission.

The organizing institution of the project approved as Collateral Event, signs for acceptance the present procedure.

The organizing institution will guarantee the transparency of the organizational process, supervise the project of the Collateral Event and will be responsible for the realization of the same, in agreement with La Biennale and in compliance with the Exhibition's cultural and organizational standards.

The organizing institution may appoint a **curator** of the Collateral Event. As representative and direct artistic expression of the organizing institution, the curator shall not perform the same role for other Collateral Events nor for National Participations of the Exhibition.

The curator and/or the organizing institution will be responsible for the artistic project as well as for the selection of the exhibitors, whose participation should not entail any fee.

The organizing institution must submit **a written participation request** together with all the information and documentation required for the evaluation of the projects by the Curator of the Exhibition and by La Biennale.

The **documentation** must specifically include:

1. a letter on official letterhead of the organizing institution with a participation request signed by the legal representative of the same institution (1 A4 sheet);
2. a complete and detailed presentation of the organizing institution including:
 - historical overview, aims and mission, management, main activities (in the past, at present, scheduled for the future) (max 2 A4 sheets);
 - information and documentation regarding its non-profit legal status;
3. a detailed description of the project, including:
 - the curatorial contents, the themes the project is dealing with, information regarding the format and the structure of the project (exhibition, installation, conference or symposium, etc.) (max 2 A4 sheets);
 - CV or biography of the Curator of the project (1 A4 sheet);
 - CV or biography of the participating exhibitors (1 A4 sheet; in case of more than one participating exhibitor, max 5 A4 sheets in total), with possible selection of low resolution images of their works. **Please note that further integrations and additions to the original project approved by the Curator will not be allowed and will cause the**



rejection of the project;

- the description of the works to be exhibited including the architectural drawings and sketches of the exhibition (max 5 A4 sheets). **In case of selection, the project that will be actually realized and the participating exhibitors must entirely coincide with those described in the approved proposal;**
- 4. in the case of a conference or symposium, the final detailed program that makes it possible to evaluate its scientific, cultural and artistic significance (max 2 A4 sheets);
- 5. a description of the organizational plan for the event (max 4 A4 sheets) including:
 - the venue; if the project includes works or installations to be collocated in outdoor areas (on water or in public spaces) a detailed description of the same works or installations and of their collocation is required;
 - communication and promotion, possible related publications;
 - any possible or confirmed sponsors and/or supporters of the project.

Complete applications and the above documentation must be sent both **in English and Italian language**, in a digital version and must be received by the Architecture Department of La Biennale not later than **October 10th, 2022** following the directions posted on the Biennale website <https://www.labiennale.org/en/architecture/2023/collateral-events-procedure>.

La Biennale will inform the organizing institution, in writing, whether the submitted proposal has been accepted or rejected by the Curator of the Exhibition and by La Biennale.

In case of rejection of the project, the decision is final and the rejection needs not to be motivated either by the Curator of the Exhibition, or by La Biennale.

Should the project include **works or installations to be located in outdoor spaces (installations on the water or in public spaces), as well as sound or light installations which might interfere with the surrounding urban context**, the organizing institutions have the obligation and responsibility to submit to the Architecture Department of La Biennale not later than **February 10th, 2023** the necessary detailed technical documentation required by the local Authorities (Municipality, Soprintendenza Archeologia, Belle Arti e Paesaggio per il Comune di Venezia e Laguna, other responsible offices) in order to assess the feasibility of the project itself and to issue the necessary authorizations.

Subsequently, La Biennale will take care of submitting said documentation to the above mentioned competent local Authorities in order to complete the approval process within the scheduled deadlines.



The organizing institutions must autonomously proceed with all the necessary procedures to obtain any additional required authorization from the responsible local Authorities.

As far as external signage is concerned, as a rule local Authorities authorize one banner and/or totem for each exhibition venue. La Biennale will provide in due time the organizing institution with the specifications on the relevant documentation to be submitted to the Architecture Department; the latter will put forward to the competent local Authorities the request for external signage in order to carry out the necessary procedure. The content of the banner and/or totem must refer exclusively to the Collateral Event and cannot in any way refer to initiatives that are not part of the official program of the Exhibition.

The organizing institution must in any case submit **the final detail exhibition project (detailed description of the contents of the project, participating exhibitors, works to be exhibited, final architectural drawings of the exhibition)** to the Architecture Department of La Biennale by **February 10th, 2023** for due information and verification.

Contextually, **it is mandatory that for exhibitions to be installed in listed buildings, the internal exhibition project must be directly submitted by the organizing institutions of the Collateral Events to the Soprintendenza Archeologia, Belle Arti e Paesaggio per il Comune di Venezia e Laguna for authorization.**

At the end of the events, both the works and installations and the external signage must be promptly dismantled and removed by the organizing institutions who will have to grant the complete recovery of the public spaces occupied for their events.

The organizing institutions will have to guarantee that all information texts within the exhibition graphic project (descriptions, captions, etc.) shall be foreseen at least in double language, both Italian and English.

Collateral Events which have the nature of exhibitions must have the same duration as the International Architecture Exhibition and therefore will not end before **November 26th, 2023**. Exceptional cases of exhibitions closing before the end (or starting after the opening) of the International Architecture Exhibition will have to be discussed in advance with La Biennale.

In case of technical problems that might occur during the opening period and cause the temporary closing of the venue, the organizing institutions have to immediately inform La Biennale and promptly intervene in order not to prevent the access to the public for more than required to solve the problems.



ART. 3 – Exhibition venue

The organizing institutions must declare that they comply with all the articles of this procedure, that they will fulfill all the requirements and will cover all the costs involved in the organization of the Collateral Events.

In particular, in the case of exhibitions, it will be the responsibility of the organizing institution of the Collateral Event to find a suitable exhibition venue outside the institutional exhibition venues of La Biennale (Giardini and Arsenale).

The selected exhibition venue must be listed by the owner (or subject fully entitled to the use of the venue) in the **Biennale Noticeboard** posted on La Biennale website <https://www.labiennale.org/en/biennale-noticeboard> according to the indicated procedure and in conformity with the regulations in force.

No initiatives held inside the Exhibition venues at the Arsenale and the Giardini and/or occupying public space and/or water space in the relative adjacent areas of influence will be eligible as Collateral Events.

Should the Collateral Event be hosted in an exhibition venue hosting further initiatives that are not part of the official program of the Exhibition, the organizing institution will make sure that the spaces used for the Collateral Event are clearly recognizable and separate from the spaces used for the initiatives that are not part of the official program of the Exhibition.

ART. 4 – Promotion and communication

La Biennale will promote and publicize the selected Collateral Events in its own institutional tools of communication as follows:

- in the **materials supplied to the Italian and international press**, following the terms and deadlines set by La Biennale in its communication plan for the Exhibition;
- in the **official catalogue of the 18th International Architecture Exhibition**, which will contain a space devoted to the section; each Collateral Event will be assigned two pages with texts and images as established by the general editorial plan of the Exhibition catalogue;
- in the **promotional publications and in the brochure illustrating the 18th International Architecture Exhibition**, that will contain essential information about each Collateral Event (title, venue, running period, opening hours) as established by the general editorial plan of the Exhibition;



- on the **website** of La Biennale, where the Collateral Event will be highlighted with the essential information concerning it (title, venue, running period, opening hours);
- in the **information map** of the city of Venice that will be installed in the exhibition spaces of the Giardini and the Arsenale and will highlight the venues of the events included in this specific section.

Furthermore, during the preview of the Exhibition, La Biennale will provide additional visibility to the Collateral Events in the Press Room and in a dedicated information space that will project brief video previews and distribute promotional printed material, to be provided by the organizing institutions. During the period of the Exhibition such video previews will be projected and such promotional printed materials will be distributed in the Press Office room at the entrance of the Arsenale.

In order to include the Collateral Events in the general communication plan of the Exhibition, the organizing institutions must submit the following **material for press publication** to the Architecture Department and to the Press Office of La Biennale to be received not later than **April 7th , 2023**:

- a press release in Italian and in English language;
- images of works that will be exhibited in the exhibition and one portrait for each participating exhibitor or each group, free of copyright.

The Press Office of La Biennale will provide on due time specifications on the above materials.

The organizing institutions will also notify the contacts of the Press Office in charge for their official communication plan, which will have to be previously approved by the Press Office of La Biennale.

The organizing institutions are allowed to start the communication activities for the Collateral Events only after La Biennale has officially announced the list of the selected Collateral Events and only after the approval of the Press Office of La Biennale. All the communication materials must be received by the Press Office of La Biennale for approval before any publication to the press.

In order to include the Collateral Events in the Exhibition catalogue and in any other material printed for distribution (short guide, brochure, etc.), the organizing institutions must send the following **materials and information for publication** to the Architecture Department of La Biennale to be received not later than **February 17th , 2023**:

- the title, the venue and the running period of the Collateral Event;
- the name of the organizing institution of the Collateral Event;



- the names and qualifications of the curators and collaborators or participants;
- written descriptions of the event;
- the list of participating exhibitors with their biographical information (for exhibitions) or the list of speakers including their biographical data and abstracts of their presentations (in the event of conferences);
- significant images of the works on exhibit, which meet the standards set for publication (minimum format 24 x 32 cm, 300 dpi, tiff/jpg file) with complete captions and photography credits as indicated in the Catalogue Form that will be sent along with the notice of the official approval of the event.

La Biennale reserves the right to make – among the provided materials – a final selection based on the editorial project. Texts may be edited, reduced and/or modified according to the editorial project and for the sake of the consistency of the publications. **In particular, according to the communication policy of La Biennale it is not possible to use the term “pavilion” with reference to Collateral Events.**

In general, copyright clearances must be obtained by the organizing institutions for the free and unrestricted use of all the images and texts provided for the promotion, the communication and the publications; La Biennale may hence use such images and texts on all kinds of supports and media considered to be useful for communication and advertising, including web-based services. For this purpose La Biennale will send a Copyright Form which must be returned together with the materials themselves. This Copyright Form must be signed by the person who owns the rights to the work and/or the project (the exhibitor himself or his/her heirs).

La Biennale cannot be held responsible for incorrect or incomplete data and information regarding the works and authors on materials which have been printed, published and/or distributed by La Biennale if the required documentation was incomplete, not clearly legible or if it was received after the established deadlines.

Furthermore, **no changes in the venues or the running dates** of the Collateral Events **will be allowed** if notified after the deadline of **February 17th, 2023**.

La Biennale reserves the right, directly or through third parties, to film or take pictures of the works and installations inside the spaces and the exhibition areas of the Collateral Events for the realization of editorial projects for the documentation and cultural promotion of the Exhibition, even on Italian and international commercial television networks, home video, DVD and internet.



La Biennale also reserves the right to use the materials provided by the organizing institutions of the Collateral Events for the purposes of its own institutional communication plan (Exhibition catalogue and any other related publication, including CD-ROMs, guidebooks, postcards, promotional products or materials distributed free of charge or for sale) with no obligation to pay any fee or compensation to the participants.

ART. 5 – Supporters of the Collateral Events

Any sponsor, supporter, institution or public and/or private subject that have contributed in any capacity to the realization of the Collateral Events may, if explicitly requested by the organizing institutions, be mentioned in the Exhibition **catalogue** in accordance with the guidelines established by La Biennale and which in any case do not allow the publication of logos and/or corporate symbols. No sponsors of the Collateral Events may, under any circumstances, be presented or present themselves in independent public relations actions as sponsors of the 18th International Architecture Exhibition, since they are recognized only as sponsors or supporters of the specific Collateral Event they have contributed to.

Such sponsors and supporters can be credited in the following **communications tools produced by the organizing institutions** of the Collateral Events, with inclusion of their names and logos:

- press release;
- specific catalogue of the Collateral Event;
- specific invitation for preview/opening of the Collateral Event;
- exhibition graphics (introduction panel) inside the venue of the Collateral Event;
- different graphic materials (posters, brochures, leaflets, etc.).

ART. 6 – Compliance with regulations concerning Collateral Events employee contracts, insurance and social security coverage

The organizing institutions of the Collateral Events will engage their staff and suppliers in keeping with and no less than the **Italian minimum remuneration levels and working conditions** as those prescribed by law and by the C.C.N.L. (National Collective Agreement on Labor), based on the respective employee level, category, and sector.

The organizing institutions of the Collateral Events are also obliged to observe and to apply all standards relating to **compulsory health insurance and accident prevention regulations**, as well as **social security** as concerns their employees and collaborators.



The organizing institutions will be deemed liable for any legal penalties arising from any possible non-observance of the above instructions. La Biennale is and will be exempt from any liability for non observance.

ART. 7 – Documentation

The organizing institutions can prepare, distribute and publicize any other **promotional material** and **specific publications** regarding their projects realized and produced at their own expense. For publications and information material sent from abroad, the organizing institutions will be responsible at their own expense for the payment of the entire cost of transportation and customs fees and duties for definitive import to Italy (for non-EU countries).

La Biennale reserves the right to acquire copies of all the material sent for the catalogue and any other material received, with the purpose of adding it to the Archives of La Biennale **ASAC (Archivio Storico delle Arti Contemporanee)** so that it will be available for both institutional and study purposes. The organizing institutions of the Collateral Events must therefore submit **five complimentary copies of all publications and printed materials** they have published for the Archives of the ASAC and the Architecture Department.

ART. 8 – Access to the Exhibition

The Press Office of La Biennale is solely responsible for accreditation of the press for access to the exhibition venues of the Giardini and the Arsenale, and for issuing the press passes for admission, according to the procedures that may be found on the website of La Biennale www.labiennale.org.

The media professionals who apply directly to the organizing institutions of the Collateral Events must, in any case, be accredited by the Press Office of La Biennale communicating their names, the names of the publications they work for, and all other details necessary for a direct contact between La Biennale and the media professionals. The organizing institutions of the Collateral Events may apply to the Press Office of La Biennale for accreditation of two of their own press attaches, submitting a request on official headed paper to the Press Office.

For the pre-opening of the Exhibition (pre-opening on May 18th and 19th) the organizing institutions of the Collateral Events will be allocated a number of **invitations**, in the quantity and at the conditions established by La Biennale, that they may extend autonomously to their own representatives, commissioners, curators, participating

exhibitors, institutional guests and possible sponsors.

ART. 9 – Use of the logo

Upon acceptance of this procedure by the organizing institutions and after the admission fee payment, La Biennale will formally send to the same the **specific logo** for the dedicated section, and the relative guidelines for its utilization, to the organizing institutions responsible for each Collateral Event.

The logo must be used to distinguish the Collateral Event and the publicity relative to it in the information materials and tools, that must have the **prior approval** of La Biennale through its Editorial Projects and Activities Office, to which these materials must be submitted.

The logo cannot be used after the end of 18th International Architecture Exhibition.

The logo cannot be used by participating exhibitors, sponsors nor supporters of the Collateral Events for independent communications or any other use.

The use of the logo entitles the organizing institutions to a discount on the fee for posting bills in Venice (on condition that no commercial logos or corporate symbols of sponsors appear on the posters) and to distribute promotional materials of the events in the Press Office room at the entrance of the Arsenale during the 18th International Architecture Exhibition.

The missing or incorrect use of the logo on promotional or advertising materials or failure to have the materials approved by the Editorial Projects and Activities Office of La Biennale will exclude the Collateral Event from the Exhibition's communication and publicity plan and involve the cancellation of benefits, and the option to distribute these promotional materials in the Press Office room at the entrance of the Arsenale during the 18th International Architecture Exhibition.

ART. 10 – Admission fee

For the services provided in articles 4, 8 and 9 of this procedure the organizing institutions whose projects will be selected by the Curator of the Exhibition and by La Biennale and approved by the Board of La Biennale as Collateral Events of the 18th International Architecture Exhibition will be required to pay an admission fee to La Biennale in the amount of **€ 20,000.00 (twentythousand/00) + VAT by law.**



This amount must be paid to La Biennale by bank transfer by and not later than **February 3rd 2023 to:**

UNICREDIT SPA
CO. OP. - CUS CARE ITA
Largo Francesco Anzani, 13
00153 Roma (RM)
IBAN: IT 52 S 020 08 05364 00010 3177 399
BIC/SWIFT: UNCRITMMORR
Account holder: Fondazione la Biennale di Venezia

Failure to make payment on or before the established deadline will result in the cancellation of the event's qualification as a Collateral Event and to be included in the catalogue and the publicity of the Exhibition as established by this procedure.

ART. 11 – Miscellaneous

In case of controversy in the interpretation of the individual articles of this procedure the original text written in Italian will be considered binding.

In case of dispute and for any matter not covered by this procedure, the decision by La Biennale is final.

ART. 12 – Information and contacts

La Biennale di Venezia
Visual Arts and Architecture Department
Ca' Giustinian, San Marco, 1364/A
30124 Venezia – Italy
telephone +39 041 5218802
e-mail collateral@labiennale.org