



Organizational Manual I

PQ 2023 organizational information for the Curators of the Exhibition of Countries and Regions: RARE Visions (ECR) and the Student Exhibition: RARE Stories of Unique Places (SE) at the 15th edition of the Prague Quadrennial of Performance Design and Space that will be held at the Prague Market (Pražská tržnice) 8–18 June 2023 with the Opening Night taking place on 7 June.

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1. About PQ

Every four years, PQ's central curatorial concept shapes the festival and offers its participants a fresh look at the artistic reflection of our times in performance designs and scenographies. For PQ 2023, we would like to invite you to share the RARE: art springing out of ideas, materials, artistic approaches, and design practices that connect to the human level from within your environment, with its genius loci and unique situation. In the current state of precarity, uncertainty, and epochal change, we call on performance designers, scenographers, and performance practitioners to use their RARE imagination and creativity to help us envision what the world and theatre could look like in the post-pandemic future. This is a unique moment to use our art, imagination, creativity, and ability to create environments that others may come to enjoy in the future – at PQ 2023 and beyond. Since we have all been deprived of meeting in the same physical space for quite some time, let's turn PQ 2023 into the RARE opportunity to move from virtual spaces into specific places offering an in-person experience, in which physicality and materiality of scenography become central.

While celebrating the diverse forms of performance design/scenography around the globe, the Prague Quadrennial strives to present it as an art form concerned with the creation of holistic performance environments, not just decorative backgrounds; these performative spaces creatively respond to current issues of our world, ask important questions, and invite us to participate in unique moments.

Performance design/scenography today is often presented through live and immersive experiences, where all senses can be involved and the audience members take on an active role. We see performance design/scenography as an art form that goes beyond the visual, into experiential and sensorial realm with a focus on interdisciplinary collaboration, giving creative expression to new ideas and experiments. Contemporary performance design/scenography is an art form within parameters of multi-sensory environments – creating worlds of sensations appealing to the imagination, the mind, as well as the sensory organs: the eye, the ear, the nose, the skin. Scenographic environments take on a life that by default eludes the designer's grasp: no matter how carefully it is planned and executed, it is truly completed by the participants engaging with the designed space. Every creation, then, is impermanent and changeable; it is also visionary and volatile in that it works with, and rests on, many unknowns.

2. PQ 2023 Exhibition Venue & Spaces

2.1. PQ 2023 Exhibition Spaces – Instructions

2.1.1. PQ 2023 Main Venue: The Prague Market (Pražská tržnice)

“The history of this place, an old slaughterhouse, is rich and layered and quite literally, visceral. It came into existence in 1895, because of the pressing need to create a centralised location to slaughter animals and process and sell meat. At the time it was a progressive and ambitious project, a kind of city within a city, an area covering nearly 11 hectares, with its own infrastructure. This included a rail line which transported animals all the way into the complex, various stables to sort through them, slaughterhouses, halls for processing the meat, as well as huge cold storages with cooling systems provided by Škoda manufacturer. The complex had its own water supply as well as sewage system and also its own fire station. Because this was also about business, it included a meat auction house and a bank. The project was led by the architect Josef Srdínko, a name close to the Czech word for heart (in this context less of a Valentine's card rendition, more of a sacrificial offering), and the buildings were designed in an Art Nouveau and neo-renaissance styles, with a striking brick red and white colour palette.”

- Tereza Stehlíková on the PQ Main Venue. You can read more [here](#).

Open Sky Location for the Student Exhibition

We do not exist in a vacuum, but in relation to other people. And our attempts to somehow digitalize our most important encounters – of community, of humanity – do not quite capture what it feels like to be alive or belong. Something we all seemed to take for granted such as an opportunity to meet in one place, exchange ideas; get inspired by each other's work, discover new colleagues and friends; all of that became very difficult in the past many months. Performances and scenography had to temporarily close their regular venues; some changed their ways and rediscovered local outdoor urban and rural sites.

This is not the first time in human history such shifts took place. Theater, performance and performance design survived thanks to its incredible resilience and ingenuity. The future of performance design is shaped by the creativity of emerging artists and their ability to find new directions in the midst of complex changes.

Having thought about the best space to capture new emerging ideas, immerse ourselves in new experiences and open new dialogues we decided that Tržnice (the Prague Market) main market square is the perfect setting, because this is where natural elements as well as urban setting intersect. We would therefore like to invite all teams participating in the Student Exhibition to respond to this open market space and bring your own unique points of view.

While the theme of the global pandemic is naturally interwoven through all of our themes, we would also like to open the possibility of exploring the themes of ecology, environment, climate change, materiality and fundamental ability to survive and protect what matters.

2.1.2. Crucial Information

The placement of each exhibition will be curated by PQ. ECR will be placed into halls number 11, 13 and 17, whereas SE will be located outdoors on the Main Square. Photos and floor plans of all PQ 2023 Exhibition Spaces can be found [here](#).

Curators will be asked to provide the first one-page draft of their exhibition concept by the end of March 2022. The idea behind each exhibition must comply with the Artistic Concept of PQ 2023 that can be found in the [PQ 2023 Open Call](#) and also on our website [pq.cz](#) (click [here](#) for the PQ 2023 theme, RARE; [here](#) for ECR and [here](#) for SE), and the Technical Specifications – see point [2.2](#). Failure to do so will result in rejection of your exhibition.

We will provide you with detailed plans and other technical information pertaining to ECR and SE Exhibition Spaces by 31 May 2022. You should provide us with the floor plan of your exposition, an indication of entrances (if you are preparing a closed exposition), electric sockets, and all other necessary details by 31 August 2022. Please include sketches and/or photos of your exposition and 3D visualization (preferably .dwg working files from SketchUp, Rhino, VectorWorks or AutoCAD).

2.1.3. Payment for the Space

In ECR, PQ will provide an exhibition space of up to 20 m². In SE, PQ will provide an exhibition space of up to 25 m² (5 x 5 m). For all participating countries/regions, the basic fee is €250 (ECR) and €200 (SE) for the entire space and the whole period of installation, exhibition and deinstallation.

The fees for the space include standard electricity input, exhibitors WiFi, free registration for Curators of the exhibition (max 2 persons), free registration for performers/speakers who are part of daily live events within the exposition (upon the list of artists approved by PQ in advance), complimentary PQ Catalogue and guaranteed entry for technical teams of each country/regions during the installation and deinstallation period only (upon the list of the team approved by PQ in advance). The payment will be required upon an invoice that will be sent by PQ (after PQ receives a signed contract) by the end of January 2023.

Exhibition spaces for PQ projects (Fragments II, Performance Space Exhibition, PQ Performance, PQ Studio, Best Publication Award, PQ Talks) are offered free of charge.

2.1.4. Installation and Deinstallation

The construction and installation of the expositions is organized and realized by the Curators. If you are interested, you may order and use services or equipment and materials provided by the official PQ construction company. We will provide you with a list of recommended suppliers and their contact details in the second Organizational Manual in mid-December 2022.

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 expense, and communicate with your neighbours to cooperate on designing the borders between your expositions. However, we strongly advise to think about every part of the exhibition the 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 a shared experience. Please avoid using walls unless they play an important role in your overall concept.

Staff required to de/install the expositions (technicians, electricians, etc.) will be provided with a special pass valid only for the de/installation days. In order to secure a smooth installation process, you will be asked to send us a complete list of your de/installation team members in advance.

Installation work may not begin before 8AM on 5 June 2023 and should finish before 5PM. on 7 June 2023. It is possible to work from 8AM to 10PM during those dates.

Deinstallation of the exhibitions cannot begin before 7PM on 18 June 2023. Please note that all the exhibits must remain fully intact until the PQ Exhibition will have 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 PQ.

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 recommendations for official PQ transportation services for handling all the issues related to the transportation of the exhibits. Contact information, instructions,

and prices will be announced via the second Organizational Manual in mid-December 2022.

2.1.6. Insurance and Security

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

Security

PQ will use a security agency to monitor the security of all the PQ 2023 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 PQ will be announced in March 2023. Generally, during 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 at the moment of their acceptance into the PQ 2023 Exhibition Spaces and insurance protocol is signed by both sides. Exhibits **are not insured** by PQ 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 PQ.

If using sound inside the exhibition, with the sound being reproduced alongside videos, photographs or other still images, etc.:

- 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.

- If speakers are to be used, then these should be placed in suitably soundproof booths.
- Controlled sound environment is also an option.
- The volume of sound in any exhibit must be sensibly controlled; PQ reserves the right to modify the sound level of any equipment if the volume interferes with other exhibits, presentations, or events.

Please consult the sound design elements of your exposition with the [PQ team](#).

2.1.8. Live Events within Exhibitions

It is possible to have live events as part of an exhibition but the exhibition itself must be accessible to all visitors at all times. All events must take place only inside an individual exhibition, and are not allowed to disturb the neighbouring exhibitions. Please note that there are strict sound rules for the noise coming out of the exhibitions. In case you would like to organize private events only for the invited (such as banquets, etc.), PQ will provide you with a separate space that can be used for such events. Curators should inform PQ about all such activities by the end of February 2023 (a registration form will be available by the end of 2022). Otherwise, the details about the live events will not be included in the PQ program. All the live events must be approved by the PQ team.

2.2. PQ 2023 Exhibition Spaces – Technical Specifications

2.2.1. Technical Specifications for ECR 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 only allowed with effective dust exhaustion and must be consulted with PQ 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;
- the maximum height of the exhibit for ECR in most Exhibition Spaces is 4 m.

It is strictly forbidden 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. Technical Specifications for SE Exhibition Spaces

The general technical specifications are as follows:

- The Student Exhibition will be located outdoors on the Main Square;
- there is no maximum floor load;
- dust-producing installation work such as wood cutting, planing, sanding, drilling, etc. is only allowed with effective dust exhaustion and must be consulted with PQ in advance;
- the ground is a mixture of cobblestone and asphalt;
- be aware the ground in this area is not perfectly flat so there will be some balance adjustments needed to be done by you;
- PQ 2023 is happening in June so be prepared that there will probably be intense sunlight most of the time and/or intense rain;
- there is no maximum height for SE;
- there will be security personnel on the Main Square area 24/7 but be aware that this area is publicly accessible to anybody so we cannot provide you with same security as indoors.

It is strictly forbidden to:

- Hammer or screw into the ground;
- varnish, paint or spray on the ground unless it is easy to clean;
- varnish, paint or spray on the surrounding building walls.

2.2.3. Technical Specifications for the Installation for all PQ Exhibition Spaces

- All the PQ Exhibition Spaces have the standard electrical input of 2 kW (voltage of 230 V) that 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 higher input, you will have to indicate this information on the floor plan, and order the service by the end of November 2022. The use of any other special electrical appliances must be discussed with PQ well in advance and requires PQ's consent.
- All fees for additional services such as extra electrical inputs, stable Internet connection, etc. will be published in Autumn 2022.
- Photos and floor plans of all PQ 2023 Exhibition Spaces can be found [here](#).

2.3. Public Spaces

Exhibitors wishing to have an additional exposition and/or other activities in public spaces as (only possible as an integral part of your exhibition within ECR/SE) will need to negotiate specific assignment and availability on a case-by-case basis with PQ. Any Exhibitors wishing to utilize public space should submit a detailed description of the proposed exposition and/or other activities and a map showing the desired space. If approved, PQ will assist with obtaining city permissions for the space usage but please note that it must be self-sustaining in all other ways (structure, electricity, audio-visual equipment, etc...) and PQ will not provide any production support or facilities. All the expositions and/or other activities in public spaces require an approval of PQ first and all Exhibitors must respect the limitations and rules given by PQ and Prague authorities (the City of Prague and Prague Districts). Specific details of expositions and/or other activities taking place in public spaces will be determined and a detailed amendment will be added to the contract.

3. Other Organizational Information

3.1. Contract

The contract between each Exhibitor (represented by the responsible institution/ Curator) and PQ specifying all the conditions for participating in PQ 2023 will be sent to all Exhibitors by the end of November 2022. The contract must be signed by the Exhibitor and sent back to the PQ office before the end of December 2022, and PQ will send the invoice afterwards. If the contract is not signed and/or if PQ does not receive the payment for the invoice, the Exhibitor will not be provided with an exhibition space nor will they be included in the Programme Brochure and PQ Catalogue.

3.2. Accommodation

Details about accommodation and recommendations will be provided in the second Organizational Manual in mid-December 2022.

3.3. Catalogue

The Catalogue that accompanies the festival is an important aspect of PQ. Each Curator will be provided with the link, password and detailed instructions during Spring/Summer 2022 and will have access to the Catalogue online data entry form where the information can be filled in and updated at any time before the end of March 2023.

The Curator guarantees the validity of the completed information. Curators are responsible for the accuracy of the text (spelling, dates, etc.) and information supplied for the Catalogue.

PQ reserves the right to edit the text according to the needs of the Catalogue. The participant gives PQ the right to publish the received information and pictures in printed and electronic format in the PQ 2023 Catalogue as well as in other materials related to the Prague Quadrennial.

3.4. Registration

Further information about the PQ pass registration system and ticket sales will be announced in the second Organizational Manual in mid-December 2022.

3.5. Authors' rights and copyrights

All Exhibitors are obligated to secure all the authors' rights and copyrights for all the exhibited components (photographs, video materials, film materials, music,

designs, etc.) that will be on display during PQ 2023 and in all other sections of PQ 2023, and guarantees that PQ will not be held responsible for any claims made by any third parties. The Exhibitor authorizes PQ 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 the purposes of documenting PQ 2023, using the material in future publications (either printed or electronic) by PQ in connection with the promotion of the PQ 2023 Exhibition, and for the future promotional purposes of the Prague Quadrennial as a whole (either in a printed or electronic form or in organized exhibitions).

The Exhibitor provides PQ with the rights to 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 in PQ Bookshop

PQ Bookshop will give Curators the opportunity to sell catalogues and other publications to accompany their exhibits. Terms and conditions will be announced in January 2023.

3.7. Press and Promotion

3.7.1. Communication

The Prague Quadrennial is an international festival, and both the organizers and participants have a common interest in promoting and spreading information about PQ and its program to the public worldwide. That is why we ask you to cooperate in communication in three main ways.

The First Way: Contact the media in your country/region

We would like to ask all the exhibitions' Curators for their cooperation on the international promotion of the Prague Quadrennial 2023 in all participating countries/regions. Please contact local media and let them know about it. We recommend you contact media concerned with theatre, fine art, visual art and culture in general, but do not forget about lifestyle and travel magazines.

If you need our support, please connect us with the media/journalists in your country/region. We provide them with promo materials, manage press trips, ensure press tickets, etc. In this case, contact our Head of Communications, Petra Jansa at petra.jansa@pq.cz.

Please, never forget to monitor and record media outputs in your country/region. In any case, share them [here](#).

If you need information on whether your exhibition has been mentioned in the Czech media, let us know by February 2022, we will prepare an overview for you after PQ 2023.

The Second Way: Spread the Word

There are many occasions to promote your exhibition and also the Prague Quadrennial Festival. Be prepared to mention it anywhere. You can spread the word about your exhibition and PQ at any of your conferences/meetings/festivals and other events. Do not forget to brief all the participants and collaborators in the exhibition on doing so as well.

The Third Way: Social Media

Individual exhibitions usually set their social media accounts. Therefore, first, check if your country/region already has one on Facebook and/or Instagram.

In case your country/region already has a social media account for promoting exhibitions at PQ, it is better not to create a new one. If it does not have an appropriate name, rename it.

The name of your social media accounts must not be interchangeable with PQ's official accounts! It is always your responsibility to make your social media account clearly identifiable and recognizable as a single exhibition account, not as the account of the whole event.

You manage the account by stating the country/region you are presenting in an account's name and a profile bio. A social media account can be in the format of @pqcountry/region. You should state information about your exhibition at the PQ in a bio. Never use underscore in the account's name because it is against Instagram and Facebook policy.

As a profile photo, never use only PQ's logo without adding the name of the country/region you represent.

Be inspired by good examples. One of them is the Brazilian Exhibition Instagram Account, which can be found [here](#). The account is appropriately named and easily recognizable, thanks to the information in the profile bio and used profile picture. It is apparent at first glance that it is a presentation of Brazil at PQ 2023 in Prague. Moreover, this account is used continuously, not only at the time when PQ is taking place, which helps to maintain account visibility.

You can tag/link the official PQ account in your posts so we can re-share them if possible. Official PQ accounts are: @praguequadrennial both for [Instagram](#) and [Facebook](#), @pq_festival for [Twitter](#).

We need to know your social media accounts' names to promote your exhibitions. For this purpose, we have prepared two tables where you can fill your Instagram and Facebook accounts' names. We can then tag you in photos and share your accounts with our fans via our Facebook, Instagram and Twitter. Please, fill the names of your social media accounts here:

For SE fill it [here](#).

For ECR fill it [here](#).

3.7.2. Where to find materials useful for promotion?

PQ Logo and Graphics Standard Manual

You can use the PQ logo for promotion and communication purposes. Please download the PQ logo in variants and use it while following the [Graphics Standard Manual](#).

Key Visual of PQ 2023

Each PQ edition has its specific theme. A special key visual is then created for each PQ edition. The key visual reflecting PQ 2023 theme is now in the process of preparation and will be finalized during the spring of 2022. We will then share it with you.

PQ 2019 Photo Gallery

To promote your exhibition and PQ you can use the photos of the previous PQ 2019. At any time, please mention the Prague Quadrennial (who is the copyright holder) and the name of the photographer as well. Do not forget to mention the title of the project or exhibition. Photo gallery can be found [here](#).

Official Press Releases

The Prague Quadrennial will issue press releases in English on an ongoing basis. Those will be continuously stored [here](#). Feel free to use them for promotional purposes.

4. PQ 2023 Important Dates

2022	Month	Event	p.
31	March	Curators provide the first draft of the curatorial concept.	4
4–6	May	A Symposium in Prague for Curators of ECR and SE with a visit to the PQ 2023 Exhibition Spaces.	NA
31	May	PQ provides you with detailed plans and other technical information about the Exhibition Spaces for ECR and SE.	4
	Spring/ Summer	The Catalogue online data entry form is open. Curators are provided with the link, password and instructions to access it.	10
31	August	Curators submit their updated/more detailed curatorial concept including the exhibition name, and detailed plans of the space solution.	4
31	November	The contract between each Exhibitor and PQ specifying all the conditions for participating in PQ 2023 is sent to all Exhibitors by this date.	10
15	December	PQ publishes the second Organizational Manual.	NA
31	December	Registration form for live events within exhibitions available.	7
31	December	Signed contract must be sent back to PQ by this date.	10
2023			
31	January	PQ announces terms and conditions of PQ Bookshop.	11
31	January	PQ sends an invoice for the Exhibition Spaces.	4
31	February	Curators inform PQ about all live events within exhibitions by this date.	7
31	March	The extent of insurance is provided by PQ.	6
31	March	The Catalogue online data entry form is closed.	10
5	June 8AM	The ECR and SE installation begins.	5
7	June 5PM	The end of the ECR and SE installation.	5
7	June	PQ 2023 Opening Night.	NA
8–18	June	PQ 2023 open.	NA
18	June 7PM	The ECR and SE deinstallation begins.	5

5. Contacts

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For more questions about ECR and SE, please contact Magdaléna Brožíková, the Exhibition Manager at magdalena.brozikova@pq.cz.

For technical questions about Exhibition Spaces, please contact Adam Svoboda, the Head of Production at adam.svoboda@pq.cz.