

Rules in terms of use of exhibition space, Koh-i-noor, 2011.

1.0) The Space

1.1) Your contact person from Koh-i-noor will supply the exhibitor with a key for the space in return of deposit of 500kr, which will be returned after the exhibition.

1.2) The exhibition space is received clean and has to be left in the same condition after ended exhibition period. That means: the floor is washed, (vacuum, mop, broom, cleaning supply etc. is under the sink), the sink is to be cleaned free of dirt and paint, and the holes in the walls have to be filled out with paste and polished and painted afterwards. For small repairs Koh-i-noor has supplies, sand paper and paint under the sink. For bigger repairs or alike the exhibitor has to buy its own. Garbage is to be put in the big containers in the backyard of Koh-i-noor (go through stairway # 60). The key for the door is hung on a nail above the sink.

1.3) The floor, front facade, window and door cannot be used/changed unless other is agreed with your contact person from Koh-i-noor. The exhibition itself should be kept inside the room and cannot spread to the sidewalk outside. The opening can be held outside though.

1.4) It has to be respected that Koh-i-noor is situated in a residential area. As we have earlier received complaints because of noise; it is therefore important that there is no noise after 8 p.m. (ex. no sawing, drilling, and playing loud music).

2.0) The exhibition and opening

2.1) At the opening, it is important to keep the noise down after 8 pm. The opening should be closed at 10 p.m. the latest. That means all beer cans, cigarette butts and trash should be removed from the sidewalk, before the space is locked. In the stairway of # 60 there is an outside broom.

2.2) During the opening the exhibitor has to sell beer (10 dkr per drink). The surplus of the beer sale will go to the running of Koh-i-noor in full. If you want to hand out free beer, wine or something like that to the visitors, you must buy the drinks from Koh-i-noor (10 dkr per drink). After the exhibition period, all empty beer cans has to be removed and returned to the store. The recycling money has to be put in the beer box in Koh-i-noor or handed over to the contact person.

2.3) It is the exhibitor's own responsibility to exhibit in Koh-i-noor. Koh-i-noor is currently not insured and cannot be responsible for damage on works, by theft, fire etc. Do not leave electronic equipment at Koh-i-noor outside opening hours– not even hidden in the backroom. If this is not applied, the exhibitor is responsible for ALL damage caused to the façade (included front door and window) and the interior of Koh-i-noor. Everything must be replaced in case of burglary and everything must be put back into the same condition as when you received the space.

3.0) The press, website and more

3.1) Koh-i-noor expects the exhibitor to make its own flyer and press release, which has to be sent via email to the contact person at Koh-i-noor 14 days in advance of the opening the latest. The contact person will send out the press release, the flyer and high res. images for the press via the Koh-i-noor Mailing list (unless other has been arranged). Closer to the opening of the exhibition, the flyer and press release will be sent out the rest of the recipients of the Mailing list. It is recommendable to make a press release in English and Danish. Furthermore, you also have to send information to our Webmaster: til@jesper-carlsen.com ASAP. This includes press release and flyer in Danish (and English if possible). Koh-i-noor also has its own Facebook group (The extended Koh-i-noor family) from where it's possible to send out invitations. Your contact person from Koh-i-noor will be able to send out invitation via the group.

3.2) After the exhibition period, please send images (documentation) of the exhibition to Jesper Carlsen which will update the website. The images has to be in the following image size: Width 600 x ? pixels per inch (PPI). Also, please remember to update our Koh-i-noor Folder with your press release and flyer. The folder is white and is placed at Koh-i-noor.

Date _____

Contact Person _____

Date _____

Artist _____