



## Organizational Manual

Organizational information for the Curators of the Exhibition of Countries and Regions at the 5th edition of the Tbilisi International Biennale of Stage Design, which will be held at the MOMA Tbilisi museum from September 25th to October 5th, 2024.

### Introduction

Since its inception in 2016, the Tbilisi International Biennale of Stage Design has been a beacon for young stage designers worldwide. Facilitated by the Valerian Gunia Union of Young Theatre Artists, this biennale fosters professional development while nurturing cross-cultural dialogue. Through exhibitions, forums, symposiums, and educational programs like MasterLab, participants engage in robust discussions, share creative insights, and collaborate on future projects.

### Instructions & Important Information

#### 1.1 Technical specifications

Please note that during installation, exhibition period, and dismantling, exhibitors and their teams are obliged to follow MOMA Tbilisi's Safety Regulations, which will be attached to the contract. General spatial and construction specifications and restrictions for the National Exhibitions:

- At the National Exhibitions, Tbilisi Biennale will provide an exhibition space of up to 25 m<sup>2</sup>;
- The maximum floor load in all the exhibition spaces is 50 kg/m<sup>2</sup>;
- In all the National Exhibitions Exhibition Spaces, it is strictly forbidden to:
  1. Hang or attach any objects to the ceiling or the walls;
  2. Hammer or screw into the flooring;
  3. Place sand, soil, or grass on the flooring without protection (if you plan to use such materials, the flooring has to be protected and Tbilisi Biennale and MOMA Tbilisi organizers have to be informed in advance);
  4. Varnish, paint, or spray on the walls or floors;
  5. Use open fire anywhere in the building;

6. Use water or any other liquid in contact with any part of the Exhibition Space.
- All structures should be made of fire-resistant materials. Using structures of flammable materials is only allowed if they were treated to reduce their flammability (like non-flammable spray or paint), which should be demonstrated by a signed testimonial and a specification of the fire retardant product used;
  - In case the exhibition or its part will have two or more accessible storeys or the structure is 2m tall or more, exhibitors shall submit a building physics report of the construction to ensure the structure is safe and stable, compiled and certified by a person or an organization authorized to do so;
  - Steel structures whose surface is not coated must be isolated from the flooring;
  - When using self-adhesive tapes (especially carpet tapes) on the flooring, paper tape should be used as an under-layer;
  - Dust-producing installation work such as wood cutting, planning, sanding, drilling, etc. is allowed only with effective dust exhaustion and must be consulted with Tbilisi Biennale and MOMA Tbilisi organizers in advance.
  - In case exhibitors need to store some empty transport boxes during the exhibition period, MOMA Tbilisi will provide additional storage space for the exhibitors. Each exhibitor is responsible for removing any construction waste and material leftovers, and clearing and cleaning their exhibition location after the event is over.

## **1.2 Electrical specifications**

- Each exhibit will be provided with a 2.2 kW electrical output.
- If you require a greater output, you will need to order and pay for this service. To ensure a smooth installation process, you will be asked to send us a complete list of your installation - electrical output greater in advance through a form that will be released in the spring.
- Whenever possible, all electrical equipment should be switched off and unplugged when the exhibition is closed.
- All electrical equipment of an exhibit should comply with European electrical safety standards and have valid certification of such compliance. For rented equipment, it is the exhibitor's responsibility to provide the certification from suppliers.

## **1.3 Lighting**

- The museum has a standard lighting system on the ceiling.
- Tbilisi Biennale does not intend to add any other lighting to the exhibition spaces. Additional demands concerning illumination of the exhibitions should be addressed by the exhibitors themselves.

#### **1.4 Internet connection**

- Please note that due to the large width of the museum walls, the supply of standard Wi-Fi in the museum is delayed. Therefore, if necessary, it is necessary to install amplifiers.
- If you require a strong Internet connection, please notify the organizers of the Biennale in advance about the purchase of boosters and pay the appropriate amount. For guaranteed high-speed Internet connection across multiple devices within your exhibition, a hardwired connection will be available at extra cost.

#### **1.5 Sound regulation**

The use of sound design is highly encouraged and recommended. However, the inclusion of any sound in an exhibit must be undertaken responsibly and should not interfere with other sound designs or exhibits of the Tbilisi Biennale.

- The use of headphones is highly recommended, especially when there are multiple displays with multiple sound sources within a single exhibit. This is important to prevent sound from intruding upon other exhibits and diluting the intended sonic message for these displays. It will also prevent sound from other exhibits imposing upon yours.
- The volume of sound in any exhibit must be sensibly controlled; Tbilisi Biennale organizers reserve the right to modify the sound level of any equipment if the volume interferes with other exhibits.

#### **1.6 Construction, installation, dismantling**

- It is only possible to start construction if the contract has been signed and the invoice paid for additional services; the expected due date is April 2024.
- The construction and installation of the exhibitions are organized and realized by the exhibitors and cannot start before September 23, 11 am.
- If interested, you may order and use services and/or equipment and materials provided by local suppliers.
- Note that no partitioning walls will be built between the exposition spaces. If building a dividing wall, you are required to design the outer walls of your exposition at your expense and communicate with your neighbors to cooperate on designing the borders between your expositions. Please avoid using walls unless they play an important role in your overall concept.
- Dismantling of the exhibitions cannot begin before 5 pm on October 5, 2024. Please note that all exhibits must remain fully intact until the Tbilisi Biennale officially ends.

**We highly recommend that your exhibitions are accessible for the disabled.**

## **1.7 Security**

- Tbilisi Biennale will employ the security personnel of MOMA Tbilisi museum. The security guards have the authority to control the entry and exit of all visitors and exhibitors.
- All indoor areas will be locked and guarded outside of opening hours.
- During working hours, the curator of the National Exposition and their team are responsible for the security of the exhibition exhibits, equipment, and their proper functioning.

## **1.8 Contract and payment for additional services**

- At the Exhibitions, Tbilisi Biennale will provide an exhibition space of up to 25 m2.
- For all participating countries/regions, the basic space is free for the entire period of installation, exhibition, and deinstallation.
- Fees for additional services, such as higher power output and hard-wired Internet connection, will be indicated in your contract.
- On-site, there will be a form where we ask you to fill out your contract details (the address, business registration/VAT number, and representative of the responsible institution) and request additional services by April 10, 2024.
- At the end of April, the final version of the contract and the invoice for the additional services, if requested, will be sent to your email address for signing.

## **1.9 Accommodation**

- The official hotel for the Tbilisi Biennale of Stage Design 2024 is the EPIGRAPH TOWN HOTEL, which offers special rates exclusively for our guests for the entire duration of the festival. The special rate applies when using the promo code "Tbilisi Biennale of Stage Design 2024" when booking online. Please note that the promo code is only valid until May 1, 2024, and the available capacity is limited. Therefore, we recommend booking your stay as soon as possible.
- Featuring a modern design and a shared lounge space, the EPIGRAPH Town Hotel is situated in the center of Tbilisi City, on a calm and protected street, just 300 meters from the Tbilisi Biennale of Stage Design 2024 Exhibition space and the Tbilisi Opera and Ballet Theatre. The hotel has been very popular among our participants thanks to its friendly atmosphere, great comfort, and convenient location.
- Book using the promo code BNL2024  
at <https://epigraph.ge/booking/?be-offer=10037974>
- We are delighted to offer you the following prices of Epigraph Town Hotel:
  - Single occupancy (standard room) - \$45
  - Double occupancy (standard room) - \$50
  - Twin occupancy (standard room) - \$50

- Superior room Single occupancy - \$50
- Superior room Double occupancy - \$55
- Superior room Twin occupancy - \$55
- Prices include breakfast and VAT.
- You can enjoy a virtual tour by following the link: <https://my.treedis.com/tour/epigraph-town-hotel-1c240c3c>. Further information is available on the website [www.epigraph.ge](http://www.epigraph.ge) and in the presentation.

### **1.10 Website**

- The website accompanying the festival is an important aspect of the Tbilisi Biennale of Stage Design. We have a Data Entry Form where we ask you to fill out the title of the exhibition, exhibition description, credits, logos, and images.
- The information can be filled in and updated at any time before the end of May 2024.
- 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 Biennale Website. The participant grants the Tbilisi Biennale of Stage Design the right to publish the received information and pictures in printed and electronic format on the Biennale Website as well as in other materials related to the Biennale.

### **1.11 Registration and entry regulations**

- The complimentary 14-day Tbilisi Biennale Pass is provided for the curators and their teams.
- To secure a smooth installation process, you will be asked to send us a complete list of your de/installation team members in advance through a form that will be released in the spring.