

Conditions of participation for projects selected by "Sala Dogana. New ideas in movement"

What does Sala Dogana provides:

- free loan space for the period of implementation, setting up / dismantling of the event, agreed on the basis of stated preferences and the availability of the place;
- Equipment provided (see list);
- Insurance of works in storage
- * **please note that in case of theft, the insurance only applies in case of burglary**
- Promotion of the event through the materials and the channels listed below.

The equipment supplied by Sala Dogana may also be used for other events in the Palazzo Ducale, it is therefore necessary to know in time the material required for the project, in order to keep them for the period needed. Other material not listed, may still be indicated and the staff will check the availability and concede them in use.

In general terms, what is not contained in the list is considered responsibility of the proposer.

Activated promotion channels:

- dedicated promotional postcard, distributed and sent by mail to the mailing list of Sala Dogana;
- Facebook page "Sala Dogana Genova", the contents of which are also signaled via Facebook page and Instagram account "Genova Creativa";
- site www.genovacreativa.it e www.palazzoducale.genova.it ;
- specific newsletters sent for each event to the mailing list of Sala Dogana - interested parties, institutions, foundations, art and culture magazines, professionals, curators and artists;
- reporting on the Palazzo Ducale weekly newsletter and Tabloid;
- sending of press releases for each specific event in local newspapers, websites dedicated to events and culture, industry's print and electronic magazines

The proposer declares that he is aware that are on his expense:

- the sending, within the time specified by Sala Dogana, the material needed for the communication (text and images), the detailed design and construction timing (to be validated by the head of the Palazzo Ducale security) , the list of technical requirements;
- the purchase / rental of additional equipment, not included in the list " available equipment " , needed for the implementation of the project ;
- custody / responsibility, the opening, public reception and closing for the whole period of the project , including the opening day * **see attached 'Visitor Services'**
- transport / shipping of the works and related insurance ;
- the setting up and dismantling of the event;
- its own presence or that of a responsible upon the arrival and during the dismantling of the works , to check with the staff the condition of these for insurance purposes, and the state of the space and equipment provided;
- Any catering service for vernissage/ finissage ;
- The design, printing and distribution of any promotional materials and dedicated communication that the proposers want to make, which is to be approved by the head of Sala Dogana and must always exhibit the logo of Sala Dogana;
- The search for potential sponsors and / or sponsorships that will always be validated by the head of Sala Dogana.

Finally, is stated that

As per the provisions of the D. L. 81/08, people / artists that perform labor performance to directly produce their shows must present:

- List of the staff involved in the setting
- Durc
- Registration in the Chambre of Commerce
- Certificate of technical and professional requirements
- Any POS (operational security plan) or DVR (risk assessment document)
- Insurance policy

If there are no conditions to obtain these documents, the RSPP of Palazzo Ducale and Direzione Attrattività e Competitività of City of Genoa will evaluate together other procedures.

Signature for acceptance _____

Date _____