



OPEN CALL

Terms and Conditions for
Open Call applications
2024

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OPEN CALL – Exhibitions in the Library Hall, Round Tower

The Round Tower is a unique historical and architectural landmark, one of Denmark's most visited tourist attractions and a living symbol of Copenhagen. In addition to being Europe's oldest observatory, today the Round Tower is also a cultural hub for history, science, music and art.

With this Open Call, the Round Tower invites artists, designers, architects, communicators and researchers within the fields of history, science and the humanities, as well as interdisciplinary collaborations, exhibition groups and others to apply for an exhibition period in the Library Hall. The Round Tower aims to create a varied and high-quality exhibition programme throughout the year. We therefore welcome applications from exhibitors, groups and collaborations across different media, genres and formats.

The Round Tower also wants the exhibitions to be accompanied by supplementary activities (e.g. performances, lectures, concerts, artist talks or family programmes). The exhibitor must therefore be prepared to create an exhibition with an accompanying programme in collaboration with the Round Tower.

APPLICATION PROCESS

The application must include the following:

- Description of the project and the idea behind it (1 page). The description should include ideas for an activity programme.
- A visualisation and detailed description of the exhibition idea and its appearance in the Library Hall are required. The floor plan can be used as a sketch. A PDF file with examples or descriptions of work is also required.
- Images of previous work or projects that support the exhibition idea.
- Short text about the applicant(s), CV and contact information: Email, address and phone number.

The application should be sent as a single PDF. Illustrative images must also be attached as a single PDF to limit the file size. Do not send any physical material as this will not be returned.

Applications should be sent by email to Programme Manager Ditte Marie Lund – dml@rundetaarn.dk

Exhibitors will receive a confirmation of receipt by email. Applications will take at least one month to process, and selected exhibitions will be notified directly. You will only hear from us if you are offered an exhibition period. If you have not received confirmation of an exhibit by 1 February 2024, it means you are no longer being considered. Unfortunately, due to the expected large number of applicants, it will not be possible to reply to everyone individually with reasons for rejection.

See the exhibition terms specified below and the [floor plan](#) of the Library Hall.

For further information, please contact Programme Manager Ditte Marie Lund – dml@rundetaarn.dk

EXHIBITION TERMS

CONDITIONS AND GUIDELINES

- The terms apply for exhibitions from 2024. The Open Call invitation with a deadline of 1 November 2023 is for applicants who will be able to exhibit in 2025.
- The application deadline is once per year and will fall on 1 November in 2023.
- The exhibition period in 2025 will last for 4–9 weeks, depending on the number of exhibitions selected. There will be four days set aside for setting up and one day for dismantling.
- Visitors to the Round Tower must have access to the exhibitions and may not be charged a separate entrance fee.

The Round Tower offers:

- An exhibition fee of DKK 15,000. Payment will be agreed at the first meeting and is conditional on the exhibition going ahead.
- Contribution to the production and setting up of the exhibition DKK 10,000, to be paid immediately before the exhibition opens. In addition, a transport grant can be agreed.
- Grants of DKK 5,000 for exhibition-related activities (e.g. performances, lectures, concerts, artist talks or family programmes).
- The Round Tower invites you to set-up meetings, but does not cover transport and accommodation for these. Exhibitors are also responsible for their own transport, board and lodging during the exhibition week.
- The opening will be organised by the exhibitor in collaboration with the Round Tower as host. Exhibitors and host can both have a guest list. Invitations will be arranged by mutual agreement. The Round Tower will organise and cover the costs of the opening and will provide service and staff.
- The Round Tower has a technology package at its disposal and assistance can be provided for the use of this. If additional technology is required, this is at the exhibitor's own initiative and expense and must be agreed in advance with the Round Tower.

SETTING UP, VENUE AND INSURANCE

- The Round Tower will provide assistance in setting up the exhibition as instructed by, and with the help of, the exhibitor. The scope, times and details must be agreed with Programme Manager Ditte Marie Lund. Movers will be hired for special transport tasks at the exhibitor's expense.
- The Round Tower will set up lighting according to the exhibitor's wishes. If special lighting is required that is not already owned by the Round Tower, this will be at the exhibitor's own initiative and expense.
- The Round Tower has 45 movable white walls, which may not be painted in any other colour.
- The fire authorities consider the room to be an assembly room for a maximum of 150 people, and the fire inspector can close the exhibition if the rules are not followed. The Round Tower requires an installation plan with a description of the materials no later than one month before opening. The fire authority's requirements for the exhibition must be followed.
- The Round Tower has an electric trolley for transporting artworks and materials, but please note that there may be restrictions on the maximum weight and size of artworks.
- The Round Tower organises other activities in the Library Hall (e.g. concerts, children's events or receptions). The exhibition may therefore have to close earlier on certain days. It is a requirement that 80 chairs are permanently set up and that the stage area is available during the exhibition period. There must be room to increase the number of chairs to 150.
- It is the exhibitor's responsibility to ensure that the works are securely fastened or placed so that they do not pose a safety risk to visitors, subject to approval by the Round Tower. The Round Tower's liability insurance only covers the Round Tower's own employees.
- The works will be covered by the Round Tower's insurance. During opening hours, staff from the Round Tower will be in the exhibition hall, but we assume no liability for supervising the exhibits. It is the exhibitor's responsibility to supervise and secure works if deemed necessary. The showroom is permanently protected by a security alarm outside of opening hours.

PR, GRAPHICS AND PUBLICITY

- The Round Tower handles the exhibition marketing, while PR & communication will be a collaboration between the exhibitor and host. The Round Tower will issue a press release, and requests that all PR material that the exhibitor may prepare themselves is submitted for pre-approval.
- Activities, including exhibitions, are marketed to visitors to the Round Tower according to a fixed design template. The Round Tower will prepare and pay for a graphic design package with information about

the exhibition on flyers and will display these in the tower's public areas. The material will be sent to the exhibitor for pre-approval.

- In collaboration with the exhibitor, the Round Tower will also prepare an introductory text for the exhibition. Foundation grants can be mentioned in this intro text, on the website and in press releases, but not in printed material.
- The exhibitor will pay any costs for special graphics and mounting of these in the exhibition itself.
- The exhibition will be announced on rundetaarn.dk as soon as the exhibitor is able to describe the exhibition briefly with a title and a picture. The page is updated regularly with events, participating artists and funding support – remember to notify the Round Tower about updates.
- All communication is coordinated by the Round Tower's Rosa Lembcke – rl@rundetaarn.dk

ART SALE

- It will be possible to sell art and merchandise. The Round Tower is not a gallery, and exhibitors are free to sell the exhibited works without involving the Round Tower. It is also possible to sell the exhibited works with the Round Tower handling the registration of sales and taking payment at the location for a fee of 10%. The Round Tower cannot arrange for shipping of sold artworks.
- If the exhibitor wishes to sell postcards, posters, etc., the Round Tower can reserve a module in the shop and sell the items during the exhibition period for a fee of 20% of the sales price including VAT. The fee does not cover shrinkage. Goods must be received in good time. It cannot be guaranteed that goods received on the day of the opening can be displayed the same day.

Once the board has given its approval, an exhibition agreement (including e.g., cancellation terms) will be signed at a meeting between the exhibitor and the Round Tower's director and programme manager. The board's approval is based on the exhibition concept and description, and it is not possible to deviate from this without prior agreement from the Round Tower. The exhibition agreement between the Round Tower and the exhibitor includes information about timings, set-up and dismantling days, division of labour between the exhibitor and the Round Tower, marketing, sales communication, shop sales, lighting, etc.

If an exhibitor receives support from business interests and sponsors, the Round Tower and its logo may not be used in advertising without the consent of the Round Tower. The Round Tower must be notified of any form of business and foundation support.

Rundetaarn, juni 2023



The Round Tower, built 1642 by King Christian IV of Denmark, is one of the most iconic edifices in Denmark and a landmark of Copenhagen. Originally erected to accommodate the university observatory, today the Round Tower also houses a rich programme of events for all ages, comprising exhibitions of contemporary art, modern craft and design and history as well as talks and concerts.