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**FESTIVAL ORGANISATION RULEBOOK
INTERNATIONAL BIENNIAL OF PORTRAIT**

Tuzla, 13 March 2020

Pursuant to the Article 27 of the Law on Institutions (the Official Gazette of the Republic of Bosnia and Herzegovina, 6/92, 8/93, 13/94), Articles 30, 42 and 52 of the Rules of the Public Institution "Centar za kulturu" Tuzla, No. 07/17 and 360/17, the Steering Board, at its 19th Session held on 13 March 2020, passes the following

RULEBOOK ON ORGANISATION OF FESTIVAL INTERNATIONAL BIENNIAL OF PORTRAIT OF THE PUBLIC INSTITUTION "CENTAR ZA KULTURU" TUZLA

I - GENERAL PROVISIONS

Article 1 (Subject)

The Rulebook on Organisation of the International Biennial of Portrait (short name: INTERBIFEP) of the Public Institution "Centar za kulturu" (further in text: the Rulebook), has been set by the Public Institution "Centar za kulturu" Tuzla (further in text: the Organiser), to establish the method of organising the International Biennial of Portrait Creation INTERBIFEP (further in text: the Festival), defining the methods in organising the Festival, nominating and tasking the Organisational Committee, content of the public call for participation at the Festival, application form, criteria for selection of works, awards, duration of the Festival, duties and obligations of the Organiser and duties of the Festival's participants.

Article 2 (Idea of the Festival)

The INTERBIFEP is an international festival of portrait creation in the fields of drawing, graphic arts, photography and video art portrait, appreciating all individual tendencies of authors and styles in contemporary fine arts.

Article 3 (Festival Categories)

Festival categories include:

- Drawing (including all drawing and painting techniques),
- Graphic art,
- Photography, and
- Video art.

Article 4 (Festival Organisation)

The Organiser will organise the Festival, as given in the Article 2 of this Rulebook, biennially.

The Organiser reserves the rights to prologue the said in the event of lack of primary financial means for organisation, until the conditions for organisation will be met.

The Organiser reserves the right to prologue or to cancel the Festival for any other, justified reasons.

The decision to prologue or cancel the Festival "INTERBIFEP" will be made by the Steering Committee of the Institution, at the proposal of the Director.

Article 5
(Institution's Director's Duties)

The Institution's Director has a duty to organise and implement the Festival and he/she is committed to pass a Decision on Forming the Organisational Committee for every individual Festival, to nominate the Selector, members of the International Jury, framework of the financial plan of income and expenditures of the Festival, Festival's memorandum, duration, and opening and closing dates.

II ORGANISATIONAL COMMITTEE

Article 6
(Nomination of the Festival's Organisational Committee)

The Director will pass a Decision on Forming the Organisational Committee of the Festival.

The Organisational Committee of the Festival consists of nine (9) members presided by the Mayor of Tuzla, and having three (3) members from within the Founder, three (3) members from within the professional staff of the Institution, one (1) member from the Steering Committee of the Institution / President of the Steering Committee, and one (1) member from the media.

A professional employee of the Institution will be appointed as a secretary of the Organisational Committee.

The task of the Organisational Committee is to organise and implement the Festival in cooperation with the Institution's Director.

Article 7
(Organisational Committee's Session)

Any session of the Organisational Committee is summoned by the President, who sets the proposal of the Session's Agenda.

Agenda is adopted by the majority votes of the Organisational Committee's members.

The Festival's Organisational Committee session is held at least one month prior to announcement of the public call, and if needed, after the announcement of the public call and during the Festival itself.

Meeting minutes must be kept for the Organisational Committee's session.

Article 8
(Financial Framework of the Festival)

The basis for the financial framework of the Festival's income is the plan of income from the previous Festival.

The basis for the financial framework of the Festival's expenditures is the plan of expenditures from the previous Festival.

The basis for the financial framework of income and expenditures is set by the Institution's Director.

Financial framework of income and expenditures is proposed by the Institution's director, and adopted by the Steering Committee.

Article 9
(Festival's Memorandum)

Festival's memorandum and its accompanying print and electronic materials are made by the professional employee of the Institution, a custodian or a third party outside the Institution, as appointed by the Director.

The memorandum is made separately for every Festival and its duration is for the time of the Festival.

Festival's memorandum is set by the Institution's Director.

Article 10
(Participation Invite)

Public call for participation in the Festival is published at the official web page of the Organiser (www.centarzakulturutuzla.ba) and it remains visible for at least 40 days from the day of launching.

The Organiser reserves the right to extend the application deadline.

In addition to the public call, the Organiser reserves the right to send out participation invites after the launch of the call, based on previously gathered contact details.

Article 11
(Communication with Participants)

The Director will appoint a professional person from within the staff of the Institution to communicate with the participants through e-mail address: interbifep@gmail.com i interbifepwebforma@gmail.com.

III FESTIVAL SPONSORSHIP

Article 12
(Invitation for Sponsorship and Patronage)

The Institution's Director will invite for sponsorship and patronage socially responsible legal entities in Bosnia and Herzegovina, with the aim to gather financial support for the Festival.

The invitation will have the name and address of the legal entity, brief description of the festival, list of commercial sponsor categories and the Organiser's duties.

The Festival's Organiser will inform foreign embassies in Bosnia and Herzegovina and the region, on the Festival and the possibility of financing participants from the participating countries.

Article 13
(Contract on Sponsorship)

The Institution is obliged to sign a Contract on Sponsorship with all legal entities financially supporting the Festival. The said will set duties and entitlements of the contractual parties in detail.

The Institution is committed to show the logo of the legal entity(ies) financially supporting the Festival in all promotional electronic and print materials.

Article 14
(Categories of Commercial Sponsors)

The following categories of commercial sponsors have been set to provide for the necessary budget of the Festival:

- General Sponsor of the Festival grants the amount from BAM 1,001.00 (in words: one-thousand-and-one-Bosnian-Mark), to BAM 2,000.00 (in words: two-thousand-Bosnian-Mark).
- Sponsor of the Festival grants the amount from BAM 501.00 (in words: five-hundred-and-one-Bosnian-Mark), to BAM 1,000.00 (in words: one-thousand-Bosnian-Mark).
- Friends of the Festival grant the amount up to BAM 500.00 (in words: five-hundred-Bosnian-Mark).

General Sponsors of the Festival may grant the amount higher than the highest amount set by this Article.

IV PUBLIC CALL AND REQUIREMENTS FOR APPLICATION TO THE PUBLIC CALL

Article 15 (Text of the Public Call)

The text of the public call is set by the Institution's Director.

The public call, with the instruction on how to submit the application and participate in the Festival, will be published on the web page of the Organiser and on its social network profiles, and may also be published in the daily print and electronic media, depending on the available budget.

Article 16 (Requirements for Application to the Public Call)

Participation in the Festival is open to every adult person, working professionally in the field of artistic creation (further in text: the Participants).

Participants apply for participation by submission of a completed, signed and scanned Application Card 1, which makes an integral part of this Rulebook, submitted electronically by e-mail to the Organiser or using the application form available on the web page of the Organiser.

Participants applying using the Application Card 1, must provide their personal details: name and surname, date and place of birth, citizenship, address, completed formal education or academic title (name of the institution, city, state), telephone number and awards (listed per year); the Card is submitted electronically to e-mail: interbifep@gmail.com.

Participants applying using the application form available on the web page of the Organiser must fill out the data given in paragraph (3) of this Article.

Every participant will apply with at least three (3) and maximum five (5) art pieces, made in the period of two years prior to the date of launching the Festival's public call.

Dimensions of the art pieces must not exceed 100 x 80 cm.

Participants applying with video format can apply with maximum three (3) pieces.

Every participant must enter the following information on their piece: name, technique, dimension, year of production and value.

The participants must state the value of their pieces in EUR (Euro), except for the pieces they will donate to the Organiser.

The participants from Bosnia and Herzegovina will state the value of their pieces in the local currency.

The participants must photograph their pieces in the *.jpeg format, maximum size of 2 MB. Video art portraits must be uploaded through Youtube platform (www.youtube.com) or Vimeo (www.vimeo.com), with submission of the link electronically with the Application Card 1 or through the online application form.

Video art must not be longer than 5 minutes.

The participants preserve the freedom of interpretation of portrait and use of technique pursuant to the propositions set by this Article.

The participants can not ask for the return of the art pieces during the time of the Festival.

All incomplete and untimely received applications will not be considered.

Employees of the Organiser, members of the Organisational Committee, members of the International Jury and third parties outside the institutions appointed by the Director's decision, such as Selector, and other persons directly involved in the implementation of the Festival cannot participate in the Festival.

V SELECTION OF WORKS

Article 17 (Festival's Selector)

The Institution's Selector will appoint the Festival's Selector not later than one day prior to the launching of the public call.

The Festival's Selector is a professional employee or curator of the Institution or another professional person outside the Institution appointed by the Director.

The selector selects art pieces pursuant to the selection criteria set by the Article 18 of this Rulebook.

At the proposal of the Selector, the Organiser publishes the list of selected participants at least one month after the closing of the public call.

The list of selected participants and the instructions for submission of art pieces are published by the Organiser on the official web page of the Institution.

The Organiser reserves the right to invite artists who have affirmed the Festival on the international scene by their professional work; their participation will contribute to popularisation and promotion of the Festival.

The awarded participants of the previous Festival are entitled to participate in the Festival without the formal application; their participation includes maximum three (3) pieces, following the given propositions set by the public call.

The Festival will see exhibition of art pieces assessed by the Selector as works of high artistic value and professional reach, pursuant to the above set criteria.

Article 18 (Selection Criteria for Art Pieces)

Art pieces of the Festival's participants must comply with the criteria of a high aesthetic and artistic quality.

Evaluation of art pieces in the category of drawings and graphic art is done based on the analysis of inter-relations of formal and content-related elements of any piece.

The content-related elements art pieces must comply with include:

1. response to the given topic: figural or abstract portrait or figure, and
2. originality of the fine art solution.

Formal elements art pieces must comply with include:

1. quality in the technique applied, and
2. compliance with the solution of the composition: harmony, balance, proportions, perspective.

Art pieces in the category of photographs, must comply with the following:

1. technical qualities: sharpness, reproduction of tint, resolution and quality of point and
2. artistic qualities: composition, light-shadow ratio, proportions and framing.

Criteria for evaluation of art pieces in the category of video art will consider:

1. assessment of technical values,
2. video technology manipulation, and
3. using the capacities of the video art media through interpretation of portrait as a topic.

Article 19 (Festival's International Jury)

International jury is composed of three professionals from the field of fine arts: professors, freelance artists and curators.

Appointment of the International Jury members is done by the Director's Decision.

Awards are granted by the International jury of three members.

Members of the International Jury are obliged to pass the Decision on Awards one day after the selection and no longer than one day prior to the official opening of the Festival. The Decision must be accompanied by an explanation and recognitions pursuant to the Article 27 of this Rulebook.

The International Jury is required to submit to the Organiser the report on its work in writing, no later than seven (7) days from the date of passing its Decision, set by the paragraph (IV) of this Article.

The Organiser is committed to pay the contracted fee for the work of the International Jury members.

Members of the International Jury can, at their free will, renounce their entitlement to the remuneration for the benefit of the Festival.

VI TERMS OF EXPOSING ART PIECES AT THE FESTIVAL

Article 20

(Instructions to the Participants Dispatching their Art Pieces)

Participants whose work will be selected will be informed by electronic mail listed in the Application Card 1 or Application Form.

When sending the art works to the Organiser, the Participants are required to fill out and sign the Application Card 2, which is compulsory for dispatching the works and participation at the Festival.

The participants are required to submit only those works that have been selected.

The works, which the Participants are applying for participation at the Festival with, must be identical to the art works to be submitted to the Festival's Organiser.

The Application Card 2 for the categories painting, drawing and graphic art are submitted with the art works.

The value of the art works stated in the Application Card 2 must be identical to the one given in the Application Card 1 or the Application Form.

The participant can donate his/her art piece(s) at own choice to the Organiser for the INTERBIFEP collection. It must be clearly marked as "gift", "donation" or similar.

Based on its possibilities and capacities, the Organiser will keep a certain number of donated art pieces. Other pieces will be returned to the Participants of the Festival.

VII DISPATCHING THE ART PIECES TO THE ORGANISER

Article 21

(Method and Requirements)

Art pieces within the categories of drawings and graphics must be sent via mail, as registered delivery, without liners and frames, in hard rolls, with completed and signed Application Card 2, and identification card, which make the integral part of this Rulebook. The said will be glued either to the back of the art piece or in a different manner, not damaging the art piece.

The participants are committed to write the address of sender and recipient on the delivery.

Dimensions of the art pieces being sent must not exceed 100 x 80 cm.

The art pieces described in paragraphs (I) and (II) of this article are sent to the Organiser's address.

Participants can also personally deliver their art pieces to the Organiser's address.

Art pieces in the category of video art, must be uploaded on Youtube platform (www.youtube.com) or Vimeo (www.vimeo.com) and the link of the uploaded piece must be submitted via electronic mail with the Application Card 2.

Art pieces in the category of photography must be sent in the original size of 300 dpi, by electronic mail at interbifep@gmail.com. The Organiser will bear the cost of printing photos in the original size and resolution.

The Festival will expose only original pieces or authentic reproductions in the categories of drawing, graphic art, photography and video art.

The Organiser reserves the right not to exhibit at the Festival all scanned, photocopied, unauthentic reproduction of art pieces, or pieces not compliant with the requirements set above.

The Organiser is not committed to accept the art pieces sent to the Organiser's address via courier service, including DHL, FedEx or similar.

Article 22

(Deadline for Submission of Art Pieces)

The participants are required to submit the art pieces for their participation at the Festival within the deadline set by the public call.

Article 23

(Receipt and Insurance of Art Pieces)

The Organiser receives the art pieces via postal service, as a registered delivery, or in person, at the Organiser's address.

The Organiser will maintain record on all received art pieces, recording their receipt and dispatch. Should the Organiser notice any damage on the art piece during its receipt, it will make a report on the condition of the received art piece and will inform the Participant on it in writing.

The Organiser will not bear any cost of remuneration of damages for damages of any art piece during transport.

The Organiser will insure all art pieces received by postal service through a freight-forwarding company in the City of Tuzla, for the period from receipt of the art pieces to the day of return to the Participant.

All art pieces not compliant with the provisions of the Article 16 of this Rulebook will be returned to the Participants.

The Organiser reserves the right to refuse receipt of an art piece should it not be compliant to the requirements set by the Article 16.

Article 24

(Exhibiting the Art Pieces)

The Organiser will exhibit the art pieces in its premises of the Medunarodna galerija portreta Tuzla (International Gallery of Portrait)

Photographic reproductions of the exhibited art pieces will be published on the social media channels of the Organiser after the opening of the Festival, accompanied with narrative instructions for Audience Award vote.

Article 25

(Duration of the Festival)

Pursuant to the Director's Decision, the Festival's duration is from the first half of September to the second half of November.

The Organiser reserves the right to change the time of the Festival for any other, justified reasons.

Article 26

(Award Ceremony)

At the opening of the Festival, the International Jury will proclaim the awards given in the form of a Diploma.

The Festival's Organiser will pronounce and award the Audience's Award.

The Organiser reserves the right to award recognitions or gratitude letters for the contribution to affirmation of the Festival.

Article 27
(Festival Awards)

The Organiser has provided awards for the participants of the Festival in the following formats:

- Diploma for a drawing - buy-off award
- Diploma for a graphic art - buy-off award
- Diploma for a video art portrait
- Diploma for a photograph
- Diploma "Ismet Mujezinovic"
- Diploma "James H. Pinto"
- Audience Award

All of the above listed awards granted by the International Jury and the Organiser are given in the form of diplomas. The Organiser will bear the cost of diploma production.

Buy-off awards, Diploma for a drawing and Diploma for a graphic award, are purchased from the Participants at the price stated in the Application Card 2.

Names of the awarded Participants will be published by the Organiser on its official web page after the opening of the Festival.

Article 28
(Audience Award)

The audience will be able to vote through social network channels of the Organiser or in person using ballots in the exhibition area of the Organiser.

At the opening of the Festival, the Organiser will provide a ballot box and ballots to be filled out by the name of the Participant, name of the art piece and country of origin.

The ballot box must be sealed on all edges, except for the opening foreseen for inserting the ballots.

Voting is done in a way that a visitor of the Festival fills out (in legible writing) the ballot and inserts it into the ballot box.

Each individual visitor of the Festival can give a maximum of three (3) votes for any of the exhibited pieces of art.

The Director appoints a Commission, from within the professional staff of the Institution, to count the votes. The ballot box will be opened and the ballots will be counted after the Festival's closing. The Commission will prepare the report on its work and will submit it to the Institution's Director.

Voting on the social network channels of the Organiser will be done through likes on the published photographs; by liking, audience will give their votes.

Votes of the audience, on social networks and ballots, are counted together. The Audience Award winner is the participant with the highest number of votes.

VIII PAYMENT OF THE BUY-OFF AWARDS

Article 29
(Method of Payment of the Buy-off Awards)

The awarded participants will receive payment of the buy-off award through bank accounts opened in one of the banks operating on the territory of Bosnia and Herzegovina.

Should the awarded participant be a non resident, they will receive payment of the buy-off award through a non-resident bank account opened in one of the banks operating on the territory of Bosnia and Herzegovina.

The awarded participant can authorise another person to enter into the contract on his behalf and for his account. The authorised person can be a legal entity or a natural person.

If the payment is made through the assistance of a legal entity, the awarded participant must find a legal entity carrying out its operations within the arts. In such an event, the payment of the buy-off award will be made based on the contract between the Organiser and the legal entity, and based on the invoice issued by the authorised legal entity.

Unless otherwise set by the contract between the Organiser and the authorised legal entity, the Organiser will bear the cost of the bank transfer.

The awarded foreign participant can authorise a natural person to sign the contract on their behalf, using a notarial instrument of authorisation.

The awarded participant, a non-resident, is obliged to submit to the Festival Organiser within the deadline of 90 (in words: ninety) days from the day of Festival closing, the data on the natural person or legal entity who will receive the award on their behalf.

The awarded participant from Bosnia and Herzegovina is obliged to submit to the Festival Organiser within the deadline of 30 (in words: thirty) days from the day of Festival closing the instruction for payment.

The value of the awarded art pieces, expressed in EUR, will be converted following the mean exchange rate on the day of contract signing.

The Organiser is committed to transfer the buy-off award within the period of one year from the Festival closing.

The Organiser reserves the right to purchase other art pieces within the scope of its financial abilities.

IX FESTIVAL CLOSING

Article 30

IX FESTIVAL CLOSING

On the day of the Festival's closing, a press conference will be held. At this occasion, the Organiser will affirm the names of the awarded participants, announce the Audience Award, summarise the activities and conclusions of the Festival.

Article 31

(Returning of Art Pieces to the Participants)

After the closing of the Festival, the Organiser is committed to return the art pieces to the participants in the same way in which they were received, within the deadline of 45 days from the Festival closing.

Should a participant change their address in the meanwhile, the participant is obliged to timely inform the Organiser.

If a piece of art is returned to the Organiser two times after being sent, the Organiser reserves the right to keep the said for at least one year from the day of returning it to the Organiser's address.

After the end of the period set in paragraph (IV) of this Article, the Organiser reserves the right to dispose with the piece at own will.

Article 32
(Festival's Catalogue)

The Selector, or another person outside the Institution, as appointed by the Institution's Director, will prepare the proposal of the electronic version of the Festival's Catalogue (further in text: the Catalogue) within the deadline of 90 (in words: ninety) days from the day of the Festival closing.

The electronic version of the Catalogue will be published on the official web page of the Organiser within the deadline of 120 (in words: one-hundred-twenty) days.

Data on the participants and art pieces are taken by the Organiser from the Application Card 2.

The Festival's Organiser will prepare a bilingual catalogue with data in Bosnian and English languages, in electronic and print format.

The Organiser reserves the right to reproduce art pieces for the Catalogue and Festival's other promotional materials.

If the Organiser secures required finances to print at least 20 (in words: twenty) catalogues, the said will be printed and sent to the awarded participants of the Festival.

X FINAL AND CLOSING PROVISIONS

Article 33
(Integral Part of the Rulebook)

Application Card 1 (Annex 1), Application Card 2 (Annex 2) and identification card (Annex 3).

Article 34
(Amendments and Modifications)

Any amendments and modifications of this Rulebook follow the procedure set for the Rulebook itself.

Article 35
(Repealing)

On the day when this Rulebook comes into force, all previous INTERBIFEP Festival Rulebooks will be repealed.

Article 36
(Entering into Force)

This law becomes effective on the eight day from the day of publishing on the Bulletin Board of the Institution.



Steering Committee President

Mirsada Barakovic
Mirsada Barakovic

Reg. No.: 01- 213 - 2 /20

In Tuzla, 13 / 03 / 2020

Pursuant to the Article 27 of the Law on Institutions (the Official Gazette of the Republic of Bosnia and Herzegovina, 6/92, 8/93, 13/94), Articles 30, 42 and 52 of the Rules of the Public Institution "Centar za kulturu" Tuzla, No. 07/17 and 360/17, the Steering Board, at its 58th Session held on 11 November 2021, passes the following

**AMANDMENT TO THE RULEBOOK ON ORGANISATION OF FESTIVAL
INTERNATIONAL BIENNIAL OF PORTRAIT
OF THE PUBLIC INSTITUTION "CENTAR ZA KULTURU" TUZLA**

Article 1.

In the Rulebook on organisation of festival international biennial of portrait of the public institution "Centar za kulturu" Tuzla number: 01-213-2/20 from 13 March 2020 (further in text: the Rulebook) in Article 11. the colon sign after the word „address“ is being erased and the words: interbifep@gmail.com i interbifepwebforma@gmail.com are changed for the words „mentioned in the Public call for participation.“

Article 2.

In the Article 16. Ponit (3) the words: „mail:interbifep@gmail.com“ are changed for the words „e-mail is mentioned in the Public call for participation.“

Član 3.

In the Article 16. Point (7) the words: „mail:interbifep@gmail.com“ are changed for the words: „e-mail is mentioned in the Public call for participation.“

Član 4.

All other provisions in the Rulebook remain unchanged.

Član 5.

This Rulebook becomes effective on the eight day from the day of publishing on the Bulletin Board of the Institution.



Predsjednica Upravnog odbora

Mirsada Baraković

/Mirsada Baraković/

Broj: 01-45-541 - 3 /21

Tuzla, 10 . 09 .2021. godine