

JAVNA USTANOVA "CENTAR ZA KULTURU" TUZLA

**FESTIVAL ORGANISATION RULEBOOK
INTERNATIONAL BIENNIAL OF PORTRAIT**

Tuzla, April 2026

Pursuant to 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 2nd Regular Session held on 10 April 2026, passes the following:

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

I GENERAL PROVISIONS

Article 1

(Subject)

The Rulebook on Organization of the International Biennial of Portrait (short name: INTERBIFEP) of the Public Institution "Centar za kulturu" Tuzla (further in text: the Rulebook) establishes in the Public Institution "Centar za kulturu" Tuzla (further in text: the Organizer) the method of organizing the International Biennial of Portrait Creation INTERBIFEP (further in text: the Festival), defining the method of organizing the Festival, nominating and tasking the Organizational Committee, content of the public call for participation in the Festival, application form, criteria for selection of works, awards, duration of the Festival, duties and obligations of the Organizer, and duties of the Festival's participants.

Article 2

(Concept of the Festival)

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 Organization)

The Organizer will organize the Festival, as defined in Article 2 of this Rulebook, biennially.

The Organizer reserves the right, in the event of a lack of primary financial means for organization and maintenance of the Festival, to prolong the Festival until the conditions for it are met.

The Organizer reserves the right to prolong or cancel the Festival for any other justified reasons.

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

The organizational structure of the Festival consists of: the Festival Director and the Organizational Committee.

Article 5

(Duties of the Institution's Director)

The Institution's Director is obliged to organize and implement the Festival and is committed to passing a Decision on Forming the Organizational Committee for every individual Festival, to nominate the Selector, members of the International Jury, the framework of the financial plan of income and the framework plan of expenditures of the Festival, the Festival's memorandum, duration, and opening and closing dates.

II ORGANISATIONAL COMMITTEE

Article 6

(Nomination of the Festival's Organizational Committee)

The Director shall pass a Decision on Forming the Organizational Committee of the Festival and the President of the Organizational Committee.

The President of the Organizational Committee is selected from among the professional staff of the Institution.

The Organizational Committee of the Festival consists of 6 (six) members, including 1 (one) member from within the Founder, 4 (four) members from within the professional staff of the Institution, of whom at least one member is a curator, and 1 (one) member from the Steering Board of the Institution / President of the Steering Board.

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

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

Article 7

(Organizational Committee's Session)

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

The Agenda is adopted by a majority vote of the Organizational Committee's members.

Minutes must be kept for the Organizational Committee's sessions.

Article 8

(Financial Framework of the Festival)

Financing of the Festival is provided through the Founder's funds, own income, donor funds, and occasional sources of financing related to grants and funds intended for co-financing cultural and artistic events.

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

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

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

The framework financial plan of income and expenditures is proposed by the Institution's Director and adopted by the Steering Board.

Article 9

(Festival's Memorandum)

The Festival's memorandum, as well as promotional printed and electronic materials, are created by a professional person appointed by the Director.

A unified memorandum is applied to all festivals, while promotional visuals, as well as printed and electronic materials, are produced separately for each individual festival.

The Festival's memorandum is determined by the Institution's Director.

Article 10

(Participation Invite)

The public call for participation in the Festival is published on the official web page of the Organizer (www.centarzakulturutuzla.ba) and remains open for at least 40 days from the day of publication.

The Organizer reserves the right to prolong the application deadline.

In addition to the public call, the Organizer reserves the right to send invitations for participation via electronic mail after the publication, based on previously collected contact data.

Article 11

(Communication with Participants)

The Director will appoint a professional person from among the staff of the Institution to communicate with the Participants through the e-mail address specified in the public call.

III FESTIVAL SPONSORSHIP

Article 12

(Invitation for Sponsorship and Patronage)

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

The invitation will include the name and address of the legal entity, a brief description of the Festival, the categories of commercial sponsors, and the Organizer's duties.

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

Article 13

(Sponsorship Contract)

The Institution is obliged to sign a Sponsorship Contract with all legal entities financially supporting the Festival, which will define the rights and obligations of the contractual parties in detail.

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

Article 14

(Categories of Commercial Sponsors)

To provide for the necessary budget of the Festival, the following categories of commercial sponsors have been established:

- General Sponsor of the Festival provides from BAM 1,001.00 (in words: one-thousand-and-one-Bosnian-Mark) to BAM 2,000.00 (in words: two-thousand-Bosnian-Mark).
- Sponsors of the Festival provide 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 provide up to BAM 500.00 (in words: five-hundred-Bosnian-Mark).

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

IV PUBLIC CALL AND REQUIREMENTS FOR APPLICATION

Article 15

(Text of the Public Call)

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

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

Article 16

(Requirements for Application to the Public Call)

Every adult person working professionally in the field of artistic creation has the right to participate in the Festival (further in text: the Participants).

Participants apply using the application form available on the Organizer's web page.

Participants are required to enter their personal data: first and last name, date and place of birth, citizenship, address, completed formal education or academic title (name of the institution, city, state), telephone number, and awards (listed with years), as well as a short artist statement for each submitted artwork.

For student works, Participants are required to indicate that the work was created under mentorship.

Participants are required to indicate their consent to the terms prescribed by the Rulebook, a statement of authenticity of the work, and a statement on the non-use of artificial intelligence in the creation of the work.

In the event that the application form is not functioning, the Organizer shall provide Participants with an Application Card to be filled out and submitted via e-mail.

Each Participant applies with at least 3 (three) and at most 5 (five) artworks created within two years prior to the day of publication of the Festival's public call.

Dimensions of the Artworks cannot exceed 100 x 70 cm.

Participants applying with Video art form may submit at most 3 (three) works.

Each Participant is required to enter the following data for the artwork: title of the piece, technique, dimensions, year of creation, and value.

Participants are required to state the value of the artworks in Euro (EUR), except for the value of artworks they gift/donate to the Organizer.

Participants from Bosnia and Herzegovina state the value of the artworks in the local currency.

Participants are required to photograph the artworks in .jpg format up to 2MB, and upload video art portrait(s) via the YouTube platform (www.youtube.com) or Vimeo (www.vimeo.com), with the obligation to submit the link electronically via the application form.

Video art may last for a maximum of 5 minutes.

Participants retain the freedom of interpretation of the portrait and the use of techniques in accordance with the propositions set in this Article.

Exhibiting Participants may not request the return of artworks during the duration of the Festival.

All incomplete and untimely submitted applications will not be taken into consideration.

Employees of the Organizer, members of the Organizational Committee, members of the International Jury, and third parties outside the Institution appointed as the Selector by the Director's Decision, as well as other persons directly involved in the realization of the Festival, do not have the right to participate in the Festival.

V SELECTION OF WORKS

Article 17 (Festival's Selector)

The Institution's Director will appoint the Festival's Selector no later than one day prior to the publication of the public call.

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

The Selector selects artworks in accordance with the selection criteria for artworks provided by Article 18 of this Rulebook.

At the proposal of the Selector, the Organizer publishes the list of Participants who have passed the selection no later than one month after the closing of the public call.

The list of Participants who have passed the selection, along with instructions for dispatching the artworks, is published by the Organizer on the official web page of the Institution.

The Organizer reserves the right to invite artists who have affirmed the Festival in international frameworks through their previous professional work, or whose participation will contribute to the promotion and popularization of the Festival.

Awarded Participants of the previous Festival have the right to participate in the Festival with at most 3 artworks, in accordance with the propositions defined by the public call, without the obligation to apply for selection.

Artworks assessed by the Selector as works of high artistic value and professional reach, in accordance with the criteria established above, will be exhibited at the Festival.

Article 18
(Selection Criteria for Artworks)

Artworks of the Festival Participants must meet the criteria for high aesthetic and artistic quality.

Evaluation of artworks in the category of drawing and graphic arts is performed based on the analysis of inter-relations between formal and content-related elements of the artwork.

Content-related elements that the artworks must meet:

1. Response to the given theme: figural or abstract portrait or figure; and
2. Originality of the fine art solution.

Formal elements that the artworks must meet are:

1. Mastery of a specific technique; and
2. Satisfactory compositional solutions: harmony, balance, proportions, and perspective.

Artworks in the category of photography must meet:

1. Technical qualities: sharpness, tone reproduction, resolution, and grain quality; and
2. Artistic qualities: composition, light-shadow ratio, proportions, and framing.

Criteria for the evaluation of artworks in the category of video art will be:

1. Evaluation of technical skills;
2. Manipulation of video technology; and
3. Utilization of the media's capacity through the interpretation of the portrait theme.

Article 19
(Festival's International Jury)

The International Jury is composed of professional persons from the fields of fine and visual arts: professors, freelance artists, critics, and curators.

The Director shall pass a Decision on appointing the members of the Festival's International Jury.

Awards are granted by the International Jury, which consists of three members.

Members of the International Jury are obliged to pass the Decision on Awards after the selection, no later than one day prior to the official opening of the Festival, with an obligatory explanation and recognitions in accordance with Article 27 of this Rulebook.

The International Jury is obliged to submit a written report on its work to the Organizer no later than 7 (seven) days from the day of passing the Decision referred to in paragraph (IV) of this Article.

The Organizer is obliged to pay the contracted fee to the members of the International Jury for their work.

Members of the International Jury may voluntarily renounce their fee in favor of the Festival.

VI TERMS OF EXHIBITING ARTWORKS AT THE FESTIVAL

Article 20

(Instructions to the Participants for Dispatching Artworks)

Participants whose works are chosen in the selection process will be informed via electronic mail at the e-mail address indicated in the application form.

Participants who have passed the selection are obliged, when dispatching the artworks to the Organizer, to fill out and sign the Application Card and the Identification Card, which is a requirement for dispatching works and participating in the Festival.

Participants are required to submit only those artworks that have passed selection.

Artworks with which the participants apply for participation in the Festival must be identical to the artworks they will submit to the Festival's Organizer.

Values stated on the Application Card must be identical to the values stated in the application form.

A Participant may gift an artwork or artworks, as determined by themselves, to the Organizer for the INTERBIFEP collection, with the obligatory indication "gift", "donation", or similar.

The Organizer will, in accordance with its possibilities and spatial capacities, keep a certain number of gifted artworks and return the others to the Festival participants.

VII DISPATCHING ARTWORKS TO THE ORGANISER

Article 21

(Method and Requirements for Sending Works)

Artworks from the category of drawings and graphics are submitted by mail as a registered shipment, in a hard roll or appropriate packaging.

A filled out and signed Application Card and an Identification Card, which is glued to the back of the artwork in a manner that does not cause damage to it, must be submitted with each artwork.

Works are sent without glass.

Works larger than 50x50 cm must not have a blind frame or a decorative frame.

Participants are required to state the address of the sender and the address of the recipient on the shipments.

Dimensions of the artworks being sent cannot exceed 100 x 70 cm.

Artworks from this paragraph that pass the selection are submitted to the Organizer's address.

Participants may also submit artworks in person to the Organizer's address.

Artworks from the video art category must be uploaded via the YouTube platform (www.youtube.com) or Vimeo (www.vimeo.com), with the obligation to provide the link on the application.

Artworks from the photography category must be sent in original size at 300 dpi electronically to the Organizer's email stated in the Public Call.

The Organizer bears the costs of printing photographs in their original size and resolution.

Only original works or authentic reproductions in the categories of drawing, graphics, photography, and video art will be exhibited at the Festival.

The Organizer reserves the right not to exhibit at the Festival any scanned, photocopied, or non-authentic reproductions of artworks, as well as artworks that do not meet the conditions set above.

The Organizer is not obliged to accept artworks sent to the Organizer's address via courier services such as DHL, FedEx, and similar.

Article 22
(Deadline for Delivery of Artworks)

Participants are obliged to deliver the artworks with which they participate in the Festival within the deadline specified in the public call.

Article 23
(Receipt and Insurance of Artworks)

The Organizer receives artworks via mail as a registered shipment or in person at the Organizer's address.

The Organizer maintains records of the receipt and exit for all received artworks. Should the Organizer notice damage upon taking over the artworks, a report on the condition of the artwork will be drawn up and the Participant will be notified in writing.

The Organizer does not bear the costs of compensation for damage, in the event of damage to the artwork during transport.

The Organizer ensures all artworks delivered via mail through a forwarding agency in the city of Tuzla for the period from the takeover of the artworks until their return to the Participants.

All artworks that do not meet the conditions provided by Article 16 of this Rulebook will be returned to the Participants.

The Organizer reserves the right to refuse artworks during receipt that deviate from the conditions stated in Article 16.

Article 24
(Exhibiting Artworks)

The Organizer exhibits artworks in the organizational unit International Portrait Gallery Tuzla.

After the opening of the Festival, photographic reproductions of the exhibited artworks will be published on the Organizer's social networks with narrative instructions for voting for the Audience Award.

Article 25
(Duration of the Festival)

In accordance with the Director's decision, the Festival will last from the first half of September to the second half of November.

The Organizer reserves the right to change the date of the Festival for justified reasons.

Article 26
(Award Ceremony)

The International Jury announces the award winners and presents diplomas at the opening of the Festival.

The Festival Organizer announces and presents the Audience Award.

The Organizer reserves the right to grant recognitions and letters of thanks for the contribution to the affirmation of the Festival.

Article 27 (Festival Awards)

The Organizer provides awards for the Festival Participants in the following form:

- Diploma for drawing - purchase award
- Diploma for graphic art - purchase award
- Diploma for video art portrait
- Diploma for photography
- Diploma „Ismet Mujezinović“
- Diploma „James H. Pinto“
- Audience Award

The International Jury and the Organizer present all the above-mentioned awards in the form of Diplomas. The Organizer bears the costs of their production.

The purchase awards, Diploma for drawing and Diploma for graphic art, are purchased from the Participants according to the price stated in the Application Card, or in the web application form.

The Organizer will publish the names of the awarded Participants on the official web page after the opening of the Festival.

The Organizer reserves the right to purchase other artworks according to its own assessment and financial means.

Article 28 (Audience Award)

The audience will be able to vote via the Organizer's social networks and in person via voting ballots in the Organizer's exhibition space.

At the opening of the festival, the Organizer provides a ballot box and voting ballots on which it is necessary to fill in the first and last name of the Participant, the title of the artwork, and the country they come from.

The ballot box must be closed on all sides except for the part intended for inserting the voting ballots.

Voting is performed in such a manner that the Festival visitor legibly fills out the voting ballot and inserts it into the ballot box.

Each Festival visitor can vote a maximum of 3 (three) times for one of the exhibited artworks.

The ballot box is opened and the voting ballots are counted on the day of the Festival closing.

Voting on the Organizer's social networks is performed in such a manner that the audience, by clicking on the general "like" or "sviđa mi se" located under each published photograph, gives their vote to a certain Participant or in another way as determined by the Organizer.

The audience votes via social networks and voting ballots are added together. The winner of the audience award is the Participant who has the highest number of votes after the summation.

VIII PAYMENT OF PURCHASE AWARDS

Article 29

(Method of Payment of the Purchase Awards)

The awarded Participants will receive payment of the purchase award through a bank account opened in one of the banks operating on the territory of Bosnia and Herzegovina.

Should the awarded Participant be a non-resident, the amount of the purchase award will be paid through an opened non-resident bank account in one of the banks operating on the territory of Bosnia and Herzegovina.

The awarded foreign Participant can authorize another person to enter into the contract on his behalf and for his account. The authorized 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 is obliged to personally provide a legal entity carrying out its operations within the arts. In such an event, the payment of the purchase award will be made based on the contract between the Organizer and the authorized legal entity, as well as based on the invoice issued by the authorized legal entity.

Unless otherwise defined by the contract between the Organizer and the authorized legal entity, the Organizer will bear the cost of the bank commission.

The awarded foreign Participant can also authorize a natural person through a notarized statement or power of attorney, who will enter into the contract on behalf of and for the account of the awarded Participant.

The awarded non-resident Participant is obliged to submit to the Organizer, within 30 (thirty) days from the day of the Festival closing, the data on the natural person or legal entity who will receive the award on their behalf and for their account.

The awarded Participant from Bosnia and Herzegovina is obliged to submit the payment instruction within 30 (thirty) days from the day of the Festival closing.

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

The Organizer is committed to transfer the purchase award within the period of one year from the Festival closing.

The Organizer reserves the right to purchase other artworks within the scope of its financial possibilities.

IX FESTIVAL CLOSING

Article 30

(Festival Closing)

On the day of the Festival closing, the Audience Award will be announced.

Article 31

(Returning of Artworks to the Participants)

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

In the event of a change of address, the participant is obliged to timely inform the Organizer.

The Organizer bears the costs of returning the artwork to the participant.

Should an artwork be returned to the Organizer after being sent, the participant bears the costs of the repeated return.

If the participant refuses to bear the costs of the repeated return, the Organizer reserves the right to keep the artwork for at most one year from the day of its return to the Organizer's address.

After the expiration of the stated period, the Organizer reserves the right to dispose of the artwork at its own will.

Article 32 **(Festival Catalogue)**

The Selector or a third party from outside the Institution appointed by the Institution's Director prepares the proposal for the electronic version of the Festival catalogue (further in text: catalogue) within a deadline of 90 (ninety) days from the day of the Festival closing.

The electronic version of the catalogue will be published on the Organizer's official web page within a deadline of 120 (one hundred and twenty) days.

The Organizer takes the data on the Participants and artworks from the Application Card II.

The Festival Organizer produces a bilingual catalogue with data in Bosnian and English languages, in electronic and printed form.

The Organizer reserves the right to reproduce artworks for the catalogue and other promotional material of the Festival.

Should the Organizer provide the necessary financial means for printing a minimum of 20 (twenty) catalogues, the same will be printed and sent to the awarded Participants of the Festival.

X TRANSITIONAL AND FINAL PROVISIONS

Article 33 **(Integral Part of the Rulebook)**

An integral part of this Rulebook is the Application Card (Annex I) and the Identification Card (Annex II).

Article 34 **(Procedure for Amendments and Additions)**

The procedure for amendments and additions to this Rulebook is conducted following the same procedure as for the adoption of this Rulebook.

Article 35 **(Repealing)**

On the day when this Rulebook comes into force, the Rulebook on Organization of Festival International Biennial of Portrait of the Public Institution "Centar za kulturu" Tuzla (01-213-2/20, 01-45-541-3/21) 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 Board President



/Erna Delić/

Reg.No.: 01-45-292-5/26

In Tuzla 28-10/26

ANNEX I

**TO THE RULEBOOK ON THE ORGANIZATION OF THE
FESTIVALINTERNATIONAL BIENNIAL OF PORTRAITOF THE PUBLIC
INSTITUTION "CENTAR ZA KULTURU" TUZLA**

APPLICATION CARD

PRIJAVNI KARTON / APPLICATION FORM
(odštampati, potpisati i poslati sa radovima) / (print, sign and send with artworks)

PODACI O UMJETNIKU/UMJETNICI / INFORMATION ABOUT THE ARTIST

ime i prezime/name and surname:
.....
datum i mjesto rođenja/place and date of birth:
.....
državljanstvo/citizenship:
.....
adresa/address:
.....
br. tel./phone:
.....
e-mail:
.....

**PODACI O DJELIMA KOJA SU PROŠLA SELEKCIJU/
INFORMATION ABOUT THE ARTWORKS WHO WERE SELECTED**

naziv djela/title of the artwork:
.....
tehnika/technique:
.....
dimenzija/size:
.....
godina nastanka/year of creation:
.....
vrijednost/price:
.....

naziv djela/title of the artwork:
.....
tehnika/technique:
.....
dimenzija/size:
.....
godina nastanka/year of creation:
.....
vrijednost/price:
.....

naziv djela/title of the artwork:
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tehnika/technique:
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dimenzija/size:
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tehnika/technique:
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godina nastanka/year of creation:
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vrijednost/price:
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naziv djela/title of the artwork:
.....
tehnika/technique:
.....
dimenzija/size:
.....
godina nastanka/year of creation:
.....
vrijednost/price:
.....

* Potpisivanjem prijavnog kartona umjetnik prihvata sve
uslove pravilnika INTERBIFEP-a i obavezuje se da stavlja
na raspolaganje svoja djela organizatoru.

* By signing the application form the artist accepts the
terms and conditions of the INTERBIFEP and agrees
to make his works available to the organizer.

Potpis/signature:
.....

Datum/date:
.....

ANNEX II

**TO THE RULEBOOK ON THE ORGANIZATION OF THE
FESTIVALINTERNATIONAL BIENNIAL OF PORTRAITOF THE PUBLIC
INSTITUTION "CENTAR ZA KULTURU" TUZLA**

IDENTIFICATION CARD

INTERBIFEP

internacionalni bijenalni festival portreta
International Biennial Festival of Portrait
Tuzla, 2026, Bosna I Hercegovina/Bosnia And Herzegovina



ime i prezime/name of artist:

.....
grad, država/city, country:

.....
naziv djela/title of the work:

.....
tehnika/technique:

.....
dimenzije/
size:

.....
godina nastanka/
year of the creation:

.....
vrijednost/price:

.....
(naljepnica za rad/
sticker for the artwork)