

## GENERAL CONDITIONS OF PARTICIPATION

**ArtsLibris ARCOLisboa May 25 to 28, 2023**

### **Admission**

The organization of ArtsLibris is responsibility of Raíña Lupa Producciones, in terms of idealisation, production and management.

The acceptance of applications and the allocation of space are at the sole discretion of the organizers of the fair. Successful applicants will be notified by e-mail.

ArtsLibris reserves the right to reject any application without assigning any reason.

In case of acceptance, submission of the application form (duly completed and signed) and the payment of the fee by the applicant constitute a binding agreement and indicates acceptance of these conditions.

### **Application**

Incomplete payment and/or failure to make the payment by the deadline may result in the applicant's exclusion from the fair.

Prices are informed in the application form and do not include taxes, being the responsibility of the applicant to ensure that they are correct when making payment.

Applicants' admission will not be considered definitive until accepted and confirmed via e-mail by the organization. A committee will evaluate the application and once approved the applicant shall pay the total amount.

Participants must submit all necessary documents by the stated deadline. If they fail to do so, the organisers will not be required to provide the services stipulated in this agreement.

The shipping costs of the material sent to the fair, either for participants with a stand, for those sharing one or for those exhibiting at the common table operated by the organization, are the sole responsibility of the participant. In the case of items having to be returned by the fair, all associated costs will be paid by the participant upon shipment reception.

### **Stand**

The stand consists of:

- a table, according to the models shown in the application form;
- two seats;

- stand nameplate;
- general lightning.

## **Cancellations**

Participants wishing to withdraw from the fair must notify the organisers by recorded mail.

A participant's withdrawal from the fair will result in the loss of all monies paid out by way of damages. The fees may be refunded in part or in their entirety, should another exhibitor acquire the stand.

In the event of a date change, location change or the cancellation of the fair due to force majeure, unforeseen economic or social circumstances, or any other material conditions, for which the organizers are not responsible or liable, all claims for compensation are excluded.

## **Generalities**

The participant will receive information by e-mail with the necessary details about the fair and any related subjects.

The participant is responsible for maintenance of his or her stand. In the case of damage caused to the facilities due to negligence and/or misconduct, the participant is liable for the cost of repairing and/or replacing any items damaged.

The organization of the venues where the fairs take place will provide security during the fair, but the participant is responsible for and has the obligation to insure his/her material and other belongings during the course of the fair, including transportation and installing/deinstalling.

The participant undertakes to respect the installing, opening and deinstalling times of ArtsLibris, agreed between the organization and the venues (Arts Santa Mònica, in Barcelona, and IFEMA, in Madrid). The exhibitor is required to exhibit his/her material on his/her stand throughout the whole duration of the fair. Otherwise, the exhibitor may be sanctioned by the organization.

The applicant commits on his/her behalf, and in any case of his/her employees, to observe and comply the Ifema General Rules of Participation, available at:

<https://www.ifema.es/general/doc/normas-generales-ifema/normas-generales-de-participacion.pdf>

The submission of the application form implies the acceptance and compliance of the general conditions of ArtsLibris. The applicant also commits on his/her behalf, and in any case of his/her employees, to observe and comply these rules.

ArtsLibris has a dataphone payment service, available for those exhibitors who want to use it. If the participant uses the ArtsLibris dataphone to collect a sale, the amount will be

refunded later by transfer, with 4.5% being deducted from this amount as commissions. If the transfer has any cost, it will also be subtracted from the amount that has to be returned.