

GENERAL CONDITIONS OF PARTICIPATION ARCOMadrid from March 5 to 9, 2025 1.

1. Admission

- The organization of ArtsLibris is the responsibility of Raíña Lupa Producciones, in everything related to its conception, realization and administration.
- The admission of applications, as well as the allocation of spaces, are the exclusive responsibility of the organization of the fair. The acceptance of the participation request will be notified via e-mail to the applicant.
- The request to participate in ArtsLibris may be rejected by the organization without any obligation to justify the refusal.
- The presentation of the completed and signed form, as well as the payment of the participation fee, constitute a non-revocable commitment on the part of the applicant and entails full acceptance of these conditions.

2. Registration

- Any incomplete and/or erroneous and/or late payment may be grounds for exclusion from the fair.
- Prices per stand are informed in the registration form and do not include VAT, and it is the responsibility of the applicant to ensure that they are correct when making payment.
- Your application will not be final until after acceptance by the organization. A committee will evaluate the application and once approved the applicant will have to pay the full amount of the stand.
- The participant must send the required documents within the announced deadline. Otherwise, the organizer is not obliged to provide the contractual services.
- Transportation and/or shipments of material to the fair, both for participants with a stand and those who share a stand with others or in charge of the organization, are the responsibility of the participant. In the case of returns at the expense of the fair, shipping costs will be paid by the participant upon receipt of the shipment.

3. Booth

- The stand is made up of the following: a module/table with rear shelves, with the option of rear panel and sides, according to the models specified in the registration form; seat; stand identification; general lighting.

4. Cancellations

- The withdrawal of a participant must be notified by letter with acknowledgment of receipt to the organizer.
- The exhibitor's renunciation of participation in the fair will result in the loss of the amounts accrued as damages. Partial or total refund of the amounts is possible, as long as the stand is purchased by another exhibitor.
- In case of change of dates, place of celebration of the event or cancellation for reasons of force majeure, for unforeseeable economic or social reasons, or any other material cause, without it being the intention or responsibility of the organizing entity, all claims or compensation are excluded.

5. General

- The participant will receive an information file, via e-mail, with the pertinent indications, both about the fair and about any topic related to it.
- The participant has the obligation to insure their material, both during transportation and assembly, as well as during the duration of the fair.
- The participant is responsible for the maintenance of his stand, in the case of damage caused by negligence and/or mistreatment of the facilities, the participant will be responsible for the repair costs.
- The organization of the venue where the fairs are held will provide security at the venue, but the participant is responsible for their belongings and merchandise.
- The participant agrees to respect the assembly, opening and disassembly schedules of ArtsLibris, agreed between the organization and the host entity of the fair (IFEMA). The participant is obliged to exhibit their material during the entire period of the fair, otherwise the organization may sanction the participant.
- The applicant, with sufficient powers of representation, undertakes for himself and, in any case, for his employees, to observe the General Participation Rules of IFEMA, available at:
http://www.ifema.es/Institucional_01/expositores/normas_participacion/.

- The submission of a participation request necessarily implies on the part of the applicant the full and unconditional acceptance of these ArtsLibris conditions, which the applicant declares to know and accept and which he is obliged to comply with.
- ArtsLibris has a dataphone collection 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 returned later by transfer, with 6% subtracted from this amount as commissions. If the transfer has a cost, it will also be subtracted from the amount that has to be returned.

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