ArtsLibris

**ARCOmadrid 2027**
March 3 – 7
*Participation Conditions*

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ArtsLibris is the International Fair of Artist's Books, Photo Books, and Self-Publishing, organized by Raíña Lupa S.L. The organization is responsible for the conception, execution, and administration of the event. Below are the conditions for participating in ArtsLibris ARCOmadrid 2027.

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**ADMISSION**

- The admission of applications and the assignment of spaces are the exclusive responsibility of the fair's organization.
- The acceptance of the participation application will be notified to the applicant via email.
- The organization may reject the participation application without the need to justify the refusal.
- Once the application is accepted, the submission of the completed and signed form, along with the payment of the corresponding amount, will constitute an irrevocable commitment by the applicant and full acceptance of these terms and conditions.

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**REGISTRATION**

- Any incomplete, incorrect, or late payment may result in exclusion from the fair.
- The prices for the stands are specified in the registration form and do not include VAT. It is the responsibility of the applicant to verify that the amounts are correct at the time of making the payment.
- The application will not be final until accepted by the organization. A committee will evaluate the application, and once approved, the applicant must pay the total amount for the stand.
- The participant must submit the required documents within the stipulated deadline. If this is not done, the organizer is not obligated to provide the contractual services.
- The costs of transporting and/or shipping materials to the fair, both for participants with their own stands and for those sharing a stand or contracted by the organization, will be borne by the participant. In case of returns managed by the fair, the shipping costs will be borne by the participant upon receipt of the shipment.

- The participant will receive an informational document by email, with relevant instructions

regarding the fair and any other related matters.

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**CANCELLATIONS**

- Withdrawal by a participant must be notified by letter with acknowledgment of receipt to the organization.
- The exhibitor's renunciation of participation will result in the loss of the amounts paid as damages. A partial or full refund may be possible if the stand is acquired by another exhibitor.
- In the event of changes in the dates, venue, or cancellation of the event due to force majeure, unforeseeable economic or social causes, or any other material cause beyond the responsibility of the organizing entity, no claims or indemnities will be accepted.

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**ADDITIONAL CONDITIONS FOR THE STANDS**

- The stand includes: a module or table, as specified in the registration form; two chairs; stand identification; general lighting.

- As in all editions of ArtsLibris, it is not allowed to hang framed works or make any modifications to the stand walls. If vinyl graphics are to be installed, please contact the ArtsLibris team in advance to ensure a unified graphic design.

- The participant is responsible for insuring their material during transport, setup, and throughout the duration of the fair.

- The participant is responsible for maintaining their stand. In the case of damage caused by negligence or mistreatment of the facilities, the participant will be responsible for the repair costs. Both during the fair and during the dismantling phase, exhibitors must take care of waste and debris removal.

- The fair's venue organizers will provide security at the premises; in any case, the participant is responsible for their belongings and merchandise.

- The participant agrees to respect the setup, opening, and dismantling schedules of ArtsLibris, as agreed between the organization and the fair's hosting entity.

- The participant is required to display their material during the established hours, every day of the fair. Dismantling the stand before the fair ends is not allowed.

- The applicant, with sufficient representation authority, agrees to observe the General Participation Rules of IFEMA for fairs held at its venues. These can be accessed here: IFEMA General Rules

- ArtsLibris provides a card payment terminal for exhibitors who need it. A 6% commission will be applied to each sale made through the terminal, which will be refunded to the

exhibitor via bank transfer with a prior invoice, including VAT specification, and deducting applicable bank fees.

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**ADDITIONAL CONDITIONS FOR THE SHARED TABLE**

- Of the sales percentage, 70% will go to the exhibitor and 30% to the ArtsLibris organization.
- The sales settlement will be made once the fair has concluded, based on an invoice issued by the exhibitor.
- Exhibitors are responsible for making an initial selection of materials. The ArtsLibris organization may apply its criteria when exhibiting materials and publications at the common table.
- Materials must be delivered to the Galería RocioSantaCruz (Gran Vía de les Corts Catalanes, 627, 08010, Barcelona). The reference 'ArtsLibris - MESA COMÚN' along with the exhibitor's name must be included, and a delivery note with the following details: title, author, number of copies sent, and sale price.
- Books must have the price clearly marked. Each publisher must complete a form with a brief summary of each publication so that the stand staff can provide proper information to visitors.
- The unsold materials must be picked up by the exhibitor at the same delivery address on the date specified by the organization.
- The organization will manage the stand and is responsible for its maintenance.

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Submitting the participation application implies full and unconditional acceptance of these conditions, which the applicant declares to know and accept, and commits to complying with them.