



6 > 8
OCTOBER 2017
PARC EXPO ROUEN

EXHIBITOR APPLICATION FORM

File n°

The exhibitor application form must be sent with the deposit of 1200 € and the iconographic file in order to be presented to the artistic committee to validate your participation at Art Up! Please send us the document as soon as possible for applying to the committee meeting.

GALLERY

Gallery name:
Director 1: Director 2:
Address:
Zip code: City:
Country: Gallery creation date:
Tel: Mobile: Fax:
E-mail (mandatory):
Website:

=> Company information listed above will be used for your catalogue insertion and website.

Contact person for booth set up (please indicate name and phone number):

Invoice address if different:

Trade register number:
Intercommunity VAT Number:

ARTISTS

Please fill in the names of the artists presented on your booth (Use capitals letters. Check the technic used by the artist). The artists list will be submitted to the validation of the artistic committee.

1 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

2 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

3 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

4 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

5 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

6 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

7 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

8 - First name: _____ Last name : _____ Country : _____
 Drawing Print Painting Photo Sculpture Video Other: _____

YOUR BOOTH

The price per sqm includes 3m high by 1m wide partitioning covered with carded cotton on 3 sides of your booth, pre-filmed carpet, one 70 Watts spot for every 3 sqm, stand sign(s), one lighting and electrical connection per stand and stand cleaning.

Example: a 4x10m stand (40 sqm) includes: eighteen 3m high wood partitioning, 40 sqm pre-filmed carpet, 13 spots, one stand sign, one lighting and electrical connection and stand cleaning.

Minimum space of 30 sqm, your booth can be square or rectangular. The number of spots will be rounded down to the nearest whole number.

PRICES

Prices 2017

Classic price	Reserved to galleries displaying more than 1 artist	130 € excl VAT/sqm <i>Minimum area of 30 sqm</i>
New gallery price	Reserved to newly opened galleries (less than 3 years old) (please provide a copy of the kbis extract)	
Solo Show price or Double Show	Reserved to galleries displaying 1 or 2 artist only	110 € excl VAT/sqm
Publisher and Print or Photo Gallery		

COMMENTS

.....

.....

.....

A > YOUR BOOTH

Classic
 New gallery
 Solo Show
 Double Show
 Publisher/Print
 Photo gallery
 = € excl VAT

Stand of sqm (30 sqm minimum) x **TOTAL A** € excl VAT

B > MANDATORY ADMISSION FEES

Communication package and administrative fee = 300 € excl VAT
Including 2 catalogues, 4 exhibitor badges and invitations for your clients.

Insertion of a double 4 colour page in the official catalogue = 350 € excl VAT

TOTAL B 650 € excl VAT

C > ADDITIONAL SERVICES

	Prix à l'unité	Quantité	Total
3m high by 1m wood partitioning	65 € excl VAT/ml	x	= € excl VAT
Locked storage room door	220 € excl VAT	x	= € excl VAT
Storage room curtain (3m x 1m)	45 € excl VAT/ml	x	= € excl VAT
70w additionnal spot	37 € excl VAT	x	= € excl VAT
Velum (per sqm)	15 € excl VAT/sqm	x	= € excl VAT

TOTAL C € excl VAT

YOUR PARTITIONING COLOURS

WOOD PARTITION

Colour of partitioning carded cotton:

- White
 Dark grey

Nb partitioning included:

CARPET

Colour of the carpet :

- Black
 White

Nb spots included:

COMMENTS:

.....
.....
.....
.....

SUM UP OF YOUR ORDER

TOTAL A (Stand) + B (Inscription) + C (Additional service)	=	€ excl. VAT
VAT (20 %)	=	€
TOTAL	=	€ incl. VAT

TERMS OF PAYMENT

- Deposit of 1 200 euros which will be returned to me in full, in the event of refusal of this registration form by the artistic committee of the fair.
- Payment by cheque made out to LILLE GRAND PALAIS
- Payment by bank transfer (**Specify the order of the transfer : Art Up + Gallery name**)
Domiciliation : CIC NORD OUEST INSTITUTIONNELS - ASSOCIATIONS - 32 avenue de la marné - CS 71004 - 59447 WASQUEHAL Cedex

Code Banque	Code Guichet	N° de Compte	Clé RIB	Domiciliation
30027	17411	00030102001	30	CIC NORD OUEST INSTITUTIONNELS

International password :

N° IBAN	N° BIC
FR76 3002 7174 1100 0301 0200 130	CMCIFRPP

VAT must be paid by foreign exhibitors who will be able to have it refunded from the French tax authorities after the Fair:
Direction des Résidents à l'Étranger et des Services Généraux - Service Remboursement TVA : 10 rue du Centre, TSA 60015, 93465 Noisy Le Grand, FRANCE. Tel : 33 (0) 157 338 400 - Fax : 33 (0) 157 338 477

- I have read the regulations which appear on the back of this form and accept them without reservation. The payment of the invoice will be made by cheque or bank transfer before **4th SEPTEMBER, 2017**.

Name :

Date : / /

Signature and stamp:

Application form to be returned to:

LILLE GRAND PALAIS
ART UP ROUEN - Didier VESSE
1 Boulevard des Cités Unies
59777 LILLE EURALILLE - FRANCE

Your contact:

Didier VESSE, Director
Mobile : + 33 (0)6 07 37 68 51
Mail : didiervesse@orange.fr

Art.1 General rules

The "Règlement Général des Foires et Salons" (General Regulations for Trade Fairs and Shows) approved by the Ministry of Trade (government order of 07/04/1970, Article 1, paragraph 8) shall apply to the exhibitors in addition to the complementary provisions stipulated in these regulations.

The purpose of these regulations is to set out the rules governing the admission and participation of exhibitors to ART UP, contemporary art fair in Lille.

ART UP shall be held at Rouen Expo from October 6th to 8th 2017. The private viewing shall take place in the evening of October 6th. It shall be open to the public every day. Contemporary art galleries wishing to participate shall receive an Application Form. They may be accepted for participation in view of their programme, provided the available space corresponds to such programme. Exhibitors agree to comply without restriction or reservation with the terms and conditions of these regulations and all new provisions which may be imposed by circumstances and adopted by Lille Grand Palais, hereafter referred to as the «Organiser» in the Art Fair's interest.

Art. 2. Exhibitors

In the meaning of this agreement, the term «exhibitors» means professional galleries for paintings, sculptures, photographs, artistic glass, video and new media, publishers of art books, prints, lithographs - in the accepted definition of original works, on the understanding that press bodies and the Trade and Company Register shall be proof of activity. Exhibitors, French or foreign, who have reserved a stand shall comply with the classification of elements accepted for exhibition by the organiser.

Art. 3. Selection

The applicant is requested to send with the Application Form a complete file on the works and artists to be shown at the fair.

Only artists mentioned in the admission file and validated by the artistic committee will be allowed to be exhibited on the stand. The artistic committee may accept or refuse the exhibitor without giving a reason.

Participation in one or more editions of the fair at Rouen Expo shall not automatically entail acceptance by the Organising Committee for the following year.

Art. 4. Reservation and payment

The Registration Form shall be returned as quickly as possible, accompanied by the advance payment of the total amount including VAT. No file shall be submitted to the Organising Committee as long as the organisers have not received this payment. A registration fee shall be owed apart from the cost of rental and the surface area of the stand. The balance of the invoice shall be paid before September 4th, 2017. The exhibitor shall be admitted to the Art Fair after payment of all costs due.

After paying the price of his stand, the exhibitor shall receive all documents required for his shipments and for taking possession of the stand reserved for him.

Art. 5. Rejection

In the event that the Selection Committee rejects an Application Form, the advance payment shall be returned to the applicant.

Art. 6. Cancellation

The balance of the rental fee shall fall due on acceptance of the Registration Form by the Organising Committee.

In the event that the exhibitor cancels his participation, he shall nevertheless owe payment of the invoice for his stand.

Art. 7. Stands allotment

Stands shall be allotted by zone in order of reception of Application Form validated by the Selection Committee accompanied by the advance payment. No claim as to allotment can be accepted.

Art. 8. Stand occupation

Stands shall be available for arrangement by set up from 8 a.m. on the 4th of October 2017 until 12 a.m. on the 5th of October 2017. The organiser may allot to another exhibitor any stand not occupied at 6 p.m. on the 6th of October. The exhibitor to whom the stand was first allotted shall not be entitled to compensation. Works arriving after inauguration of the Art Fair may only be taken to the stands outside public opening hours.

After the event, stands shall be vacated by 12 a.m. on the 9th of October 2017.

In the case that an exhibitor has not removed his goods by the stipulated deadline, the organiser shall give the goods in the custody of the Trade Show's official carrier, at the exhibitor's expense. The organiser shall not be liable for any damage or additional costs during such custody.

Each stand shall be permanently occupied during the Art Fair's opening hours from the first through the last day. Exhibitors shall leave the stands, decorations and equipment put at their disposal in the state in which they received them.

Art.9 Decoration of the stands

Any decorations or happenings which deviate from the general provisions laid down for the organisation of fairs which are open to the public shall be submitted to and require prior permission of the Organisation.

The exhibitor shall be liable for any damage caused by an installation not provided by the organiser.

Art.10 Sales

Sales shall be authorised during the event. However, for security reasons, no goods may leave the hall of the Art Fair without presenting a "removal form" signed by the exhibitor and describing the goods removed, and the identity of the buyer.

Random controls can be made by the organiser.

Purchases made on the trade event -except those subject to a contract of consumer credit and those resulting from a personal invitation to visit a booth to pick up a voucher- are not eligible for withdrawal as provided by Articles L.311-11 and following (right of withdrawal within 14 days for offers of consumer credit) and L.121-21 et following (right of withdrawal within 14 days for off-premises contracts) of the Consumer Code.

The exhibitor must inform the consumer prior to the conclusion of any contract as provided in the article L. 121-97 of the French Consumer Code.

Art.11 Security

The organiser shall take all measures necessary to guard the Art Show effectively outside opening hours.

It shall be the responsibility of each exhibitor to exercise vigilant control over his own equipment and possessions during public opening hours and during the assembly and disassembly of the stands.

Exhibitors shall leave free access to electrical and telephone sockets at or near their stand.

Art. 12. Cleaning

The cleaning and permanent maintenance of the floors (traffic areas, entrances and unoccupied floor areas) shall be at the responsibility and cost of the organiser. The exhibitor shall be responsible for the daily cleaning of his stand.

No waste may be deposited in the aisles after the cleaning staff has passed (after closing hours).

Art. 13. Insurance

The organiser shall not be liable for damage of any kind to exhibited items, regardless of the reasons.

The organiser has taken out legal liability insurance as an organiser. By virtue of his participation in the Art Fair, the exhibitor and his insurers waive recourse against Rouen Expo as well as against the City of Rouen, which owns the premises, their personnel, their employees and agents and anyone in their care.

The organiser waives any recourse against the exhibitor for property damage caused by fire or explosion to Rouen Expo or its facilities.

The waivers of recourse stipulated in this Article shall apply to both the organiser and its insurers.

The exhibitors are therefore invited to take out the following insurance and to show the technical commissioner's staff an insurance certificate on arrival at the site.

- mandatory legal liability insurance including a waiver of recourse against the organiser.

- optional but recommended insurance against damage (breakage, theft, damage, etc.) to their works or exhibition equipment, also including a waiver of recourse against the organiser.

The exhibitors shall not hold the organiser liable for any damage in the case of fire, explosion, flooding, disturbances and any other element not due to the organisers, agents and employees. They shall notably not be entitled to claim damages from the organiser in the event that the rented space cannot be used by the exhibitors owing to a case of force majeure.

Art. 14. Other prohibitions

Unless expressly authorised by the organiser, exhibitors may not:

- rent out or lend all or part of their stand, whether for free, against payment or in exchange for services.

- play music on their stand or demonstrate machines liable to disturb other exhibitors.

Art. 15. Organiser's liability

In the case of force majeure, particularly in the case of a transport strike, the organiser may adjourn the Art Show, modify opening hours, remove the public. It may cancel or close the Fair before the scheduled date. The contracts signed with the exhibitors shall at all events remain entirely valid and payment of the rental of the stands and all other services shall remain due.

Art. 16. Application of these regulations

The organiser reserves the right to decide at any time in any dispute and any case not provided for in these regulations. Such decisions, even when announced orally, shall not be open to appeal and shall be immediately enforceable.

The organiser reserves the right to amend or add to these regulations without notice to ensure the safety of persons and property. The organiser shall notify the exhibitor thereof by any appropriate means.

Art. 17. Claims

Claims by exhibitors shall be submitted to the organiser for amicable settlement by registered letter with acknowledgment of receipt within 15 days following closure of the Art Show. No claims can be accepted after this deadline. Any dispute shall be referred exclusively to the courts of Lille and shall be governed by French law. The French version of these regulations alone shall be authentic for their interpretation.