

**ARCOMadrid 2019 – General Programme**  
How to apply  
27 February - 3 March

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE STARTING THE APPLICATION**

**ARCOMadrid 2019 - General Programme – How to apply**

1. Requirements
2. Documents
  - 2.1. Evaluation Sheet
  - 2.2. Application form
  - 2.3. Application fee payment receipt
3. Booths and prices
4. Time schedule
5. Specific rules for participation in ARCOMadrid 2019

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**IFEMA**  
Feria de  
Madrid

**Madrid**  
**27 — 03**  
**Feb Mar**

**Feria  
Internacional  
de Arte  
Contemporáneo**

International  
Contemporary  
Art Fair

[arcomadrid.es](http://arcomadrid.es)

**19**

## 1. Requirements

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To apply for participation in ARCOmadrid, galleries must meet the following requirements:

- A minimum of two years continual opening of the gallery.
- A minimum of four exhibitions per year, open to the public and with free access during standard opening hours.

## 2. Documents

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For the applications presented to ARCOmadrid 2019 to be valid, the three documents below must be presented:

**2.1 Project for ARCOmadrid 2019 → Evaluation Sheet.** This is the axis of the project on which a decision as to the gallery's participation in ARCOmadrid 2019 will be based.

**2.2 Booth application → Application form**

**2.3 Receipt for the payment of € 300** (+ 10% VAT for Spanish galleries not resident in Ceuta, Melilla or the Canary Islands).

### 2.1 Evaluation Sheet

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Please go to the link below to include the information about the project for ARCOmadrid 2019.

This project will be presented to the Organizing Committee at the meeting that will take place on **9 and 10 July**. It is important that the information is clear, accurate and properly explains the project and the gallery.

Criteria for evaluation and scoring:

<b>I. ARCOmadrid 2019 PROJECT</b>	35 points
<b>II. GALLERY PROGRAMME</b>	30 points
<b>III. ARTISTS INCLUDED IN EXHIBITIONS AT MUSEUMS AND INSTITUTIONS</b>	20 points
<b>IV. PARTICIPATION AT ARCOmadrid</b>	5 points
<b>V. PARTICIPATION AT OTHER INTERNATIONAL FAIRS</b>	5 points
<b>VI. INCLUSION IN GALLERY LISTINGS, PLANS, WEBSITES, PUBLICATION OF CATALOGUES, APPEARANCES IN ART MEDIA</b>	5 points

**[Go to evaluation sheet](#)**

### 2.2 Application form

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It is important to read all the points carefully, including the fiscal data about the gallery and the participation and payment conditions.

**Go to auto-completion participation application**

### 2.3 Payment receipt for application fee

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In order for the application to be considered by the committee, all the galleries must pay the following amount:

- **€330** (€300+10% VAT) for Spanish galleries except those resident in Ceuta, Melilla or the Canary Islands.
- **€300** galleries not resident in Spain and resident in Ceuta, Melilla or the Canary Islands.

This amount will be deducted from the total of the promotional material once the gallery has been accepted at ARCOMadrid 2019. This amount will not to be refunded to galleries that are not accepted.

#### Method of payment:

- **Wire transfer:** through one of the following bank accounts, quoting the following payment reference (concept): "Application fee ARCOMadrid 2019 + Gallery name"

Entity	CCC	IBAN	BIC/SWIFT
Bankia	2038-0626-01-6000025280	ES09 2038 0626 0160 0002 5280	CAHMESMMXXX
Santander	0049-2222-51-1510001900	ES64 0049 2222 5115 1000 1900	BSCHEM
BBVA	0182-2370-40-0014291351	ES89 0182 2370 40 001429 1351	BBVAESMM
Caixa Bank	2100-2220-11-0200202452	ES93 2100 2220 1102 0020 2452	CAIXESBBXXX

- **Credit/Debit card:** through the following link:

**Credit card payment authorization**

Send the transfer receipt by e-mail to [servifema@ifema.es](mailto:servifema@ifema.es)

### 3. Booths and prices

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**Booth sizes: Minimum size of booth: 40 sq.m.**

**Price: Space: €308€/sq.m.** (+10% VAT for Spanish galleries except those resident in Ceuta, Melilla or the Canary Islands)

**ARCOMadrid 2019 exhibitors services: €1.500** (+10% VAT for Spanish galleries except those resident in Ceuta, Melilla or the Canary Islands). The 300€ application fee will be reduced from this total.

**Electrical power (0,13 kw / m2): €3,965/sq.m.**

**Number of artists per booth:**

- Beetwen 40 and 49 sq.m. □ → max. 4 artists
- Beetwen 50 and 59 sq.m. □ → max. 5 artists
- From 60 sq.m. on → □ no limit of artists

**SOLO/DUO:** 45 m2 → 1 or 2 artists –a maximum of 15 galleries will be selected for this category - Special price: **€11.000** (ARCOMadrid exhibitor's services -1 WiFi connection- and electricity included).

The galleries that choose this option can expand their spaces but may not present more artists. Each additional meter the galleries decide to hire will have a price of €308/sq.m. + corresponding electricity consumption.

**Booth details:**

**Important note:** For the edition of 2019, ARCOMadrid will apply notable constructive improvements to the booths. **Tom Postma Design** team, specialized in art fairs design, will develop the new constructive model and an optimized booth and fair lighting.

**Walls:** Conglomerate board, 19 mm thick, mounted on both sides of a 5 cm frame, forming a wall 10 cm thick and 3.66 m high. Nails or hooks may be inserted on any point.

**Electrical installations:** Electrical switchboard equipped with differential and magnetotherm, prepared for up to 130 W/sq.m and with an 500 W outlet.

**Lighting:** Lighting by spotlights

**Paint:** Walls covered with plastic white paint.

**Signs:** Standardized lettering, (including commercial name, city/country and booth number).

**ARCOMadrid Exhibitors services includes:**

- Doble page in the Official Catalogue of ARCOMadrid
- 3 WiFi Connections
- Civil liability insurance (covers up to 60,000 euros), Multifair insurance (covers up to 30,000 euros)\*
- Presence in promotional material: Catalogue, Web, Social Networks (Facebook, Twitter, Instagram...) Floor plan map, App, Artsy.net.

\*Insurance on the exhibiting artworks **not included**. Should be management by every gallery.

#### **4. Time schedule**

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- Deadline for applications: **29 June 2018**
- Organizing Committee meeting: **9 and 10 July 2018**
- Communication of the results: **16 and 17 July 2018**
- Period for submitting appeals: **The Gallery or Publisher must inform Management of its intention to appeal within a period of five working days following the notification of the decision on its acceptance or not in the fair. In this event, in a period of five working days it will be informed of the scoring obtained, broken down by the CRITERIA FOR EVALUATION AND SCORING. Said appeal shall be sent by registered post with acknowledgement of receipt to IFEMA, to the attention of ARCOMadrid 2019 Management, within ten working days after notification of the scoring obtained.**
- Appeals Committee meeting: **17 September 2018**
- Communication of the results by the Appeals Committee: **25 September 2018**

You can always contact us at: [secretariadearco@ifema.es](mailto:secretariadearco@ifema.es) / tel. (34) 91 722 53 50

#### **5. Specific Participation Rules ARCOMadrid 2019**

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These SPECIFIC RULES apply to the organisation and the participation of EXHIBITORS (CONTEMPORARY ART GALLERIES OR PUBLISHERS) at ARCOMadrid 2019, INTERNATIONAL CONTEMPORARY ART FAIR to be held at Feria de Madrid, Madrid, from 27<sup>th</sup> February to 3<sup>rd</sup> March, 2019 (henceforth ARCOMadrid 2019). These specific rules are in addition to IFEMA's GENERAL PARTICIPATION RULES which are APPLICABLE TO ALL ITS EVENTS.

##### **1.- ORGANISATION**

The conception, realisation, and administration of ARCOMadrid 2019 is the responsibility of IFEMA.

##### **1.1.- ARCOMadrid 2019 Organising Committee:**

IFEMA shall appoint the ARCOMadrid 2019 ORGANISING COMMITTEE (henceforth COMMITTEE) and shall take its decisions considering the deliberations of the COMMITTEE, which shall have its own BY-LAWS.

The COMMITTEE shall be assisted by a SPECIAL WORKING GROUP, whose members shall be IFEMA officials, which will examine, among other matters, the administrative documentation to be presented by Applicant GALLERIES OR PUBLISHERS.

The COMMITTEE shall evaluate each and every one of the documents prepared by the Special Working Group responsible for examining presented by the applicant CONTEMPORARY ART GALLERIES OR PUBLISHERS (henceforth GALLERIES or PUBLISHERS).

The COMMITTEE shall also evaluate the documentation provided by the applicant GALLERIES OR PUBLISHERS, containing graphic information on their artists, especially those to be shown at ARCOMadrid 2019, and on the activities of the GALLERY OR PUBLISHERS, and exhibition programming (or publications, in the case of PUBLISHERS).

Members of the COMMITTEE shall include:

a) Representatives of IFEMA (as organising body) comprising at least:

- One representative appointed by the Madrid Region;
- One representative appointed by the City Council of Madrid;
- One representative appointed by the Chamber of Commerce and Industry of Madrid;
- One representative appointed by Fundación Montemadrid;
- the Chairman of the Executive Committee,
- the Managing Director

The Chairman of the Executive Committee or its Managing Director shall act as President of the Organising Committee, and if necessary, shall hold the casting vote.

The management of ARCOMadrid 2019 shall also represent IFEMA, with a voice but no vote.

b) Up to a maximum of 14 galleries designated by IFEMA, ensuring that 50% are Spanish and the remaining 50% international.

When taking decisions relative to the selection of GALLERIES AND PUBLISHERS, the institutional representatives shall not exercise their right to vote, delegating such right to the gallery members on the COMMITTEE.

For the meetings to be considered valid, at least 10 members must be present; these must include the Chairman of the Executive Committee and the Managing Director of IFEMA, or persons delegated by them.

The COMMITTEE'S BY-LAWS define the tasks and obligations of its members, as well as the procedures to be followed.

ARCOMadrid 2019 MANAGEMENT (henceforth MANAGEMENT), shall be designated by IFEMA and shall, as the latter's delegate, execute the conception, realisation, and administration of ARCOMadrid 2019.

All deliberations, qualifications and classifications shall be confidential, although Applicants shall be informed of their scoring if they request this information.

### **1.2.- ARCOMadrid 2019 Appeal Committee**

After consulting with the Organising Committee, IFEMA shall appoint the ARCOMadrid 2019 Appeal Committee (henceforth Appeal Committee) who shall review the claims, duly made by the applicant GALLERIES and PUBLISHERS who have not obtained the necessary scores to be allotted a booth, during the process of selection developed by the Organising Committee.

The Appeal Committee shall be made up by three independent members. The Chairman of the Appeal Committee shall be a legal expert, while the other two members shall have expertise in the international contemporary art market. The three members shall hold these posts for up to four editions of ARCOMadrid. These experts shall not have served as members of the Organising Committee nor have exhibited at ARCOMadrid in the two editions prior to their appointment.

## **2.- ACCEPTANCE OF RULES**

An Applicant ART GALLERY and/or PUBLISHER, through its authorised representative(s), assumes the obligation on its own behalf and that of its employees to abide by these SPECIFIC PARTICIPATION RULES and IFEMA'S GENERAL PARTICIPATION RULES.

The presentation of an Application for Participation necessarily implies, on the part of the Applicant, the complete and unconditional acceptance of the present Specific Participation Rules for ARCOMadrid 2019, as well as the General Participation Rules for all IFEMA events, of which the Applicant is aware, and which the Applicant accepts and is bound to abide by.

## **3.- CONDITIONING FACTORS FOR SPACE LIMITATION**

IFEMA, following proposal by the MANAGEMENT, shall decide the maximum total of available exhibition space for exhibiting GALLERIES or PUBLISHERS.

## **4.- GOALS**

ARCOMadrid 2019's mandate is to promote and sell unique and multiple 20th and 21st century avant-garde and contemporary artworks, with a special focus on the latest forms of visual expression. Moreover, in its specific capacity as an INTERNATIONAL FAIR, it shall specially emphasise the participation of those GALLERIES OR PUBLISHERS that have been most noteworthy in their activities and with the greatest international impact.

Consequently, ARCOMadrid 2019 aims to:

- a) Present and promote the activities of international GALLERIES or PUBLISHERS which offer an overall vision representative of 20th and 21st century artistic creation.
- b) Faithfully reflect the latest developments in the international visual arts.
- c) Offer guarantees of professionalism, through the quality of the exhibition, relationships with collectors, and ties to museums and other art entities.
- d) Promote the diffusion and collection of contemporary art.
- e) Provide related information through its publications and websites.

## **5.- CONDITIONS FOR PARTICIPATION**

Applications to participate in ARCOMadrid 2019 shall only be accepted from GALLERIES or PUBLISHERS that present, exclusively, 20th and 21st century artworks, regardless of whether they have participated in previous editions of ARCOMadrid.

**5.1.-** Applicants to General Programme should provide a statement, on their own responsibility, declaring that they have engaged in continuous, permanent activity as a GALLERY or PUBLISHER, in accordance with the following criteria:



- A minimum of two years open uninterruptedly.
- Opening dates and hours coinciding with those generally established for such venues.
- Minimum of four different exhibitions per year, open to the general public with free admission during the usual opening hours (Publishers shall be exempt from this requisite).
- Being registered and up to date, at the time of presenting its APPLICATION FORM, with its trading license and/or taxes for its commercial and professional activities, or holding a document exempting the GALLERY or PUBLISHER from such payment.

Non-compliance with these conditions shall be cause for refusing participation at ARCOMadrid 2019 and such Applications will not be considered.

**5.2.-** The Applicant GALLERY or PUBLISHER should also duly fill in the EVALUATION SHEET. Filling the evaluation sheet must be duly executed, if not, this can be a reason of not acceptance in ARCOMadrid 2019.

### **CRITERIA FOR EVALUATION AND SCORING**

The Committee shall evaluate the applications received in strict accordance with the goals established in the SPECIFIC PARTICIPATION RULES and in the BY-LAWS of the ARCOMadrid 2019 ORGANISING COMMITTEE, besides the following Evaluation and Scoring Criteria:

<b>I</b>	<b>ARCOMadrid 2019 PROJECT</b>	<b>35 points</b>
<b>II</b>	<b>GALLERY PROGRAMME</b>	<b>30 points</b>
<b>III</b>	<b>ARTISTS INCLUDED IN EXHIBITIONS AT MUSEUMS AND INSTITUTIONS</b>	<b>20 points</b>
<b>IV</b>	<b>PARTICIPATION AT ARCOMadrid</b>	<b>5 points</b>
<b>V</b>	<b>PARTICIPATION AT OTHER INTERNATIONAL FAIRS</b>	<b>5 points</b>
<b>VI</b>	<b>INCLUSION IN GALLERY LISTINGS, PLANS, WEBPAGES, PUBLICATION OF CATALOGUES, APPEARANCES IN ART MEDIA</b>	<b>5 points</b>

ARCOMadrid 2019 committee will be formed of 10 members. All these criteria shall be evaluated, with a maximum of 1.000 points that corresponds to a total of 100 points for every member of the ORGANISING COMMITTEE.

**5.3.-** The application form should be accompanied by proof of payment, to the account designated by IFEMA, of application fees of THREE HUNDRED EUROS to finance the costs of processing and selecting the application forms. This fee will be compensated, only in the case that the Gallery or Publisher applicant, be finally accepted in ARCOMadrid 2019, deducting this €300 fee from the total amount of 1.500 € for the ARCOMadrid exhibitor's services (insurances, wifi, catalogue, floor map, APP, website...)

**5.4.-** All documentation and proof of compliance presented by the GALLERIES or PUBLISHERS shall be in Spanish or in English.

**5.6.-** APPLICATION FORMS should be sent, in writing, to ARCOmadrid 2019 before **29 June 2018**.

Once the APPLICATION FORM is accepted, under the conditions detailed in rule 5, IFEMA, through MANAGEMENT, shall inform the APPLICANT in writing of the decision made regarding its admission or refusal, in keeping with the conditions set out in rules 5 and 6 of these SPECIFIC PARTICIPATION RULES.

## **6.- SELECTION AND PARTICIPATION**

**6.1.-** The PARTICIPATION of Applicant GALLERIES OR PUBLISHERS shall be decided by IFEMA according to the proposals of the ORGANISING COMMITTEE.

These decisions shall be based on the Conditions described in these SPECIFIC RULES, and in the points assigned to each applicant in accordance with the Criteria for Evaluation based on the information received from the applicant GALLERIES OR PUBLISHERS.

**6.2.-** All applicant GALLERIES or PUBLISHERS, regardless of whether they have participated previously, shall be evaluated on a scale of 100 points for each and every one of the 10 members of the ORGANISING COMMITTEE.

**6.3.-** Having demonstrated the necessary quality requirements, GALLERIES or PUBLISHERS will be invited to participate in ARCOmadrid 2019 in strict order of scoring and provided that there is available space.

The COMMITTEE may, strictly following the order of scores, fill any vacancies left by the GALLERIES or PUBLISHERS originally selected, and include those galleries or publishers who, although having demonstrated the necessary quality requirements, were not assigned a booth due to restrictions of available space (WAITING LIST).

The WAITING LIST will be filled by those applicants that the Appeal Committee, in application of rule 6.8, considers eligible to participate, and having satisfied the necessary scores in the criteria of quality required. (FINAL WAITING LIST)

Once the FINAL WAITING LIST has been completed, the COMMITTEE shall proceed to fill all the vacancies as previously described.

With the purpose of enhancing the prestige of the fair, the ORGANISING COMMITTEE reserves the right to invite, without being subject to the selection process, a limited number of foreign GALLERIES or PUBLISHERS who, given their proven international reputation, can help to attract top quality visitors and collectors to ARCOmadrid.

**6.4.-** The MANAGEMENT shall notify the applicant GALLERY OR PUBLISHER that it has been accepted as an EXHIBITOR, so that it may – in the due date specified in the Application Form - make the necessary payments. Failure to comply with this requirement will lead to removal from the list of EXHIBITORS, and the MANAGEMENT may assign its position to the next gallery or publisher on the waiting list.

The EXHIBITING GALLERY or PUBLISHER (henceforth EXHIBITOR), through its authorised representative(s), assumes the obligation on its own behalf and that of its employees to abide by the SPECIFIC and GENERAL PARTICIPATION RULES, as well as the conditions expressed in the

APPLICATION FORM relating to inscription fees, payment schedule, dates for assembly and preparing booths, insurance, and other matters.

**6.5.-** The Exhibitor's decision not to participate in the Fair is provided for in IFEMA's General Regulations for Participation, article 7 of the General Conditions for Admission and Contracting, and is reason for the dissolution of the contractual relationship between IFEMA and the Exhibitor, under the terms and conditions specified in that article.

**6.6.-** MANAGEMENT shall inform all other GALLERIES OR PUBLISHERS whether they have been included on the waiting list, or whether it has been considered that they have not accredited, with the scoring obtained, the sufficient quality to partake at the fair.

**6.7.-** MANAGEMENT shall inform any GALLERY OR PUBLISHER about its score if requested.

**6.8.-** Those Galleries or Publishers who have not obtained the necessary score to be allocated a booth, during the process of selection carried out by the ORGANISING COMMITTEE, may appeal this decision before the Appeal Committee according to Article 1.2 under these Rules.

To this end, the GALLERY or PUBLISHER must inform MANAGEMENT of its intention to appeal within a period of five working days following the notification of the decision on its acceptance or not in the fair. In this event, in a period of five working days it will be informed of the scoring obtained, broken down by the CRITERIA FOR EVALUATION AND SCORING.

Said appeal shall be sent by registered post with acknowledgement of receipt to IFEMA, to the attention of ARCOMadrid 2019 Management, within ten working days after notification of the scoring obtained. The Management shall inform the Appeal Committee of said decision, who shall settle said appeal before September 30<sup>th</sup>.

All claims made by Galleries or Publishers shall be reviewed by the Appeal Committee, to review the selection process with respect only to arbitrariness having the power to increase their scoring for its admission at the fair or inclusion at the waiting list, depending on the case.

The Director of the Fair shall attend the meetings convened by the Appeal Committee, as an observer but without vote.

The decisions made by the Appeal Committee shall be notified in writing, and these decisions will be final.

IFEMA declines all responsibility for costs incurred by the applicant GALLERIES or PUBLISHERS, nor will it pay any compensation for any damages in relation to its application to participate at ARCOMadrid 2019 nor apply deductions in the inscription fees since the decision of applying to ARCOMadrid 2019 it is completely responsibility of the GALLERIES or PUBLISHERS and external to IFEMA, being agree with this point, the GALLERIES or PUBLISHERS applicants.

## **7.- EXHIBITOR OBLIGATIONS**

The EXHIBITOR must present a project detailing the artworks to be presented at ARCOMadrid 2019, i.e. each one of the works should be accompanied by a brief description, including its origin: artist's name, title, date, technique, edition number, medium, measurements, and any other data facilitating the artwork's identification.

**8.- ARTWORKS ON SHOW**

EXHIBITORS shall only present original 20th and 21st century avant-garde artworks, including:

- a) Oil paintings, watercolours, pastels, drawings, collages.
- b) Graphic and original multiples.
- c) Original sculptures (posthumous copies made from original moulds should be labelled as such) installations and ephemeral work.
- d) Photography, video, digital and electronic art
- e) Experimental and emerging art

The following are prohibited:

- a) Forged artworks, or pieces of illicit origin
- b) Highly restored, damaged, or altered pieces

**9.- EXCLUSION**

The following shall be motives for exclusion of an EXHIBITOR from ARCOMadrid 2019, before or during the Fair, and, when appropriate, for closure of its booth:

- a) Closure of the GALLERY or PUBLISHER.
- b) Lack of compliance with the SPECIFIC or GENERAL PARTICIPATION RULES, as well as the non-observance of the conditions expressed in the CONTRACT FORM:
  - b.1) Failure to pay any amount owing to IFEMA for participation in ARCOMadrid 2019.
  - b.2) Non-compliance with the booth's public opening hours, or manifest irregularity in opening hours.
  - b.3) Non-compliance with warnings received in writing regarding the booth's presentation and maintenance.
  - b.4) Subletting part (or all) of the booth to one or more other GALLERIES or PUBLISHERS.
  - b.5) Consideration that the artwork on show or the decoration and presentation of the booth do not meet ARCOMadrid 2019's standards.
- c) Sale of forged artworks or artworks of dubious identity.

#### **10.- ASSIGNATION OF BOOTHS**

The MANAGEMENT shall assign a booth to each EXHIBITOR, once the latter has fulfilled each and every one of the prerequisites.

These assignments shall be based, primarily, on:

- a) The position in the classification list and in collaboration with the Management of the Fair.
- b) Division into subgroups according to particular characteristics and the overall layout of ARCOMadrid 2019.

Once the booths are assigned, MANAGEMENT shall draw up a plan of the halls showing the location of each EXHIBITOR's individual booth.

MANAGEMENT reserves the right to modify the conditions of each booth, within reasonable criteria, modifying the locations, dimensions or shape as requested, when the concept, configuration, or distribution of the overall exhibition space so require.

Each EXHIBITOR shall be informed of its booth assignment with a copy of the map of the entire Fair, indicating its exact location.

#### **11.- INSPECTION OF THE ARTWORK ON DISPLAY**

The MANAGEMENT, advised by the COMMITTEE, shall inspect the booths, both during setting-up and throughout the duration of ARCOMadrid 2019, in order to supervise and control compliance with the present rules, as well as to verify that the design and presentation of the booth is in accordance with the objective criteria and spatial conception of ARCOMadrid 2019.

In the event of the existence of objections to any of the artworks on display or to be displayed, the EXHIBITOR shall be compelled to resolve the situation that may have motivated such objections, removing the piece or substituting another, admissible one. If not, the booth shall be closed, and the EXHIBITOR shall have no right to any form of compensation.

The supervision and control of these aspects may justify the exclusion of an EXHIBITOR from the next edition of ARCOMadrid, according to Sections 5 (Conditions) and 6 (Selection and Participation) of the present RULES.

#### **12.- CATALOGUE**

ARCOMadrid 2019 will publish an OFFICIAL CATALOGUE of the Fair, in which each EXHIBITOR must include advertising, under the conditions detailed in the CONTRACT FORM for each programme.

The EXHIBITOR shall contribute to the quality of this and other publications either printed, online or downloadable, by providing the graphic and written material necessary to guarantee its quality and accuracy. The EXHIBITOR shall comply strictly with the deadlines for delivering this material.

#### **13.- PRESS OFFICE.**

The mission of the Press Office is to present information regarding the artists and GALLERIES or PUBLISHERS to daily newspapers and the specialised art press.

EXHIBITORS should therefore provide the wide-ranging, accurate information, as well as high-quality graphic material, which may be requested of them.

#### **14.- PARTICIPATION OF GALLERIES IN CURATED PROGRAMMES**

Using its own judgement, IFEMA may admit as participants in ARCOmadrid 2019 those GALLERIES or PUBLISHERS selected by curators appointed for this purpose, and whose goal is to promote the presence of more experimental and emerging art, providing ARCOmadrid 2019 with programming that is highly interesting to collectors and museums. This selection shall be approved by the Organising Committee.

#### **15.- PARTICIPATION OF OTHER INSTITUTIONS, PUBLICATIONS AND ART AND CULTURE MAGAZINES**

Using its own judgement, IFEMA may admit as participants in ARCOmadrid 2019 those INSTITUTIONS that are known for their commitment to promoting and collecting contemporary art, as well as a selection of ART and CULTURE MAGAZINES.

#### **16.- PROMOTIONAL MATERIAL**

Below is a table with free of charge promotional material for the fair's different programmes.

The quantities assigned depend directly on the size of area contracted.

	SHARED MAGAZINES	INDIVIDUAL MAGAZINES & PUBLISHERS	OPENING	GENERAL PROGRAMME & DIALOGUES	GENERAL PROGRAMME & INSTITUTIONS
AREA CONTRACTED	0-5 sq.m.	6-23 sq.m.	23-26 sq.m.	40-59 sq.m.	60-150 sq.m.
OPENING INV.	2	5	10	20	20
PROFESSIONAL INV.	12	15	25	35	50
PUBLIC INV.	13	15	25	35	50
CATALOGUE	1	1	1	1	1
EXHIBITOR PASSES	2	2	5	5	10
VIP PASSES	1	1	6	6	10

## **17.- BOOTH ASSEMBLY RULES**

### **17.1.- SPECIFICATIONS OF MODULAR BOOTH**

- Booth open to aisle.
- Walls: 19mm thick chipboard mounted on both sides of 462mm thick frame, creating a 50cm thick wall between every booth. Those 50cm will never be deducted from the total size of the booth but undertaken by IFEMA. Booth height is 366cm. Any point of that wall is allowed for hanging.
- Power supply: electrical board with differential and magneto-thermal switch prepared for a supply of 130 W / sq.m. with 500 W sockets.
- Lighting: Lighting by spotlights
- Paint: all walls will be painted in matte white plastic paint.
- Signage: using standard lettering, including commercial name, city of provenance and booth number.

### **17.2. PERIODS FOR ENTRANCE/EXIT OF WORKS – PREPARATION OF BOOTH**

- The booth will be handed over, totally constructed, on **Monday 25<sup>th</sup> February, at 8:30 am.**
- The **entrance of works and booth decoration** may be carried out at the following days and times:
  - Monday 25<sup>th</sup>, from 8:30 am to 2 am** (Tuesday morning)
  - Tuesday 26<sup>th</sup>, 8:30 am to 2 am** (Wednesday morning)During the days of the fair no preparation, construction or decoration work is allowed on booth.
- The **exit of works and booth decoration** may be carried out from **Sunday 3<sup>rd</sup> May from 8:30 pm to 2 am** the following morning and on **Monday 4<sup>th</sup> May, from 8:30 am to 2 pm.**

The hours for ARCOmadrid Secretariat during mantling and dismantling of booths is 8:30 am to 8:30 pm, Attention to Exhibitor from 8:30 am to 9:30 pm.

**18.- OPTIONAL EXTRA SERVICES:**

**18.1.- CATALOGUE OF SERVICES**

The IFEMA services catalogue includes all the services provided by IFEMA which the exhibitor may contract, as well as fees and conditions. These services may be contracted on [www.arco.ifema.es](http://www.arco.ifema.es) in the "Exhibitors Area".

There is a 15% discount on specified services contracted in the "Exhibitors Area" before 21<sup>st</sup> January 2019. This discount is not applicable to general services, design of booths, nor outdoor publicity services, rental of rooms or meeting halls, fair payment terminals nor other services specific to the fair.

**18.2.- Advertising Services (publicity and sponsorship elements):**

A set of advertising and publicity services that will help you make the most of your participation at the fair and get the maximum return from your investment:

- Outdoor advertising: a wide range of strategically located supports in areas with guaranteed traffic of visitors and exhibitors at the exhibition centre.
- Sponsorship of promotional elements with logo or brand image: accreditation badges, other specific elements defined by individual exhibitor to be handed out to visitors.
- Banner on the fair's webpage.

**publicidadexterior@ifema.es Tel: (34) 91 722 53 08 / 40**

**FINAL PROVISION**

IFEMA shall not be held responsible for the opinions declared by the COMMITTEE or by any of its members, either before or after the meeting deciding on admissions, in relation with any of the Applications presented.

**ACCEPTANCE OF THE SPECIFIC PARTICIPATION RULES ARCOMadrid 2019 FROM THE GALLERY OR PUBLISHER**

The signatory of the Application Form declares to have read and be aware of the IFEMA General Participation Rules, as well as the Specific Rules for ARCOMadrid 2019, and agrees to fully accept and abide by them.

The signatory of the Application Form shall, to all effects, be considered responsible to the Management of ARCOMadrid 2019 as the representative of the applicant gallery or Publisher.