

## 6. SPECIFIC RULES FOR PARTICIPATION IN ARCOLisboa 2020

These SPECIFIC RULES apply to the organisation and participation of EXHIBITORS (GALLERIES and PUBLISHERS OF CONTEMPORARY AND AVANT-GARDE ART AND INSTITUTIONS) in ARCOLisboa 2020, THE INTERNATIONAL CONTEMPORARY ART FAIR, to be held at A Cordoaria Nacional, Lisbon, from 14 to 17 May 2020 (hereinafter ARCOLisboa 2020), and are complementary to the IFEMA GENERAL RULES OF PARTICIPATION FOR ALL EVENTS. The main purpose of ARCOLisboa 2020 is the promotion and sale of avant-garde and contemporary art works and publications of the 20th and 21st centuries, with special attention to the latest visual expressions. As a specific INTERNATIONAL FAIR, it also particularly highlights the participation of the GALLERIES and PUBLISHERS that have most stood out in their activities of international scope and impact.

Consequently, within the framework of ARCOLisboa 2020 the aim is to:

- a) Create a visible, stable and international platform for the Portuguese art market.
- b) Present and promote the activity of international GALLERIES and PUBLISHERS that offer a representative vision of the artistic creation of the twentieth and twenty-first centuries.
- c) Faithfully reflect the latest research carried out in the international field of visual arts.
- d) Offer guarantees of professionalism, through the quality of the exhibitions, the dealings with collectors, and the relationship with museums and other artistic entities.
- e) Promote the dissemination and collecting of contemporary art.
- f) Provide related information through its publications and website.

### 6.1.- ORGANISATION

ARCOLisboa 2020 is organised by IFEMA in all that refers to its conception, realisation and administration.

#### 6.1.1.- ARCOLisboa 2020 Organising Committee

-IFEMA will appoint the ORGANISING COMMITTEE of ARCOLisboa 2020 (hereinafter the COMMITTEE) and will take its decisions considering the proposals of the COMMITTEE, which will be governed by its own REGULATIONS.

The COMMITTEE will be assisted by a TECHNICAL WORKING GROUP that will review, among other issues, the administrative documentation that the applicant GALLERIES or PUBLISHERS must provide, and will be comprised of IFEMA team.

- The COMMITTEE will analyse each and every one of the documents prepared by the Technical Working Group responsible for reviewing the administrative documentation provided by the applicant GALLERIES or PUBLISHERS (hereinafter the GALLERIES or PUBLISHERS).

The COMMITTEE will also analyse the documentation provided by the applicant GALLERIES or PUBLISHERS containing graphic information about their artists, especially that or those proposed for presentation at ARCOLisboa 2020, about the activities of the GALLERY or PUBLISHER and about its exhibition programme (or publications, in the case of PUBLISHERS).

- The following are members of the COMMITTEE:

- a) One representative of IFEMA as the organising entity. The Director of ARCOLisboa 2020 will make representations to IFEMA with voice but not vote.
- b) Up to a maximum of 5 galleries designated by IFEMA, with at least 2 galleries from Portugal. This committee will be selected for being considered as international quality reference according to the following criteria:
  - a) Be GALLERIES and PUBLISHERS with an international presence by offering a representative overall view of artistic creation in the twentieth and twenty-first centuries.
  - b) Faithfully reflect the latest research carried out internationally in the field of the visual arts.
  - c) Show proof of professionalism through the quality of exhibitions, the relationship with collectors, museums and other art organisations.
  - d) Promote the diffusion and collecting of contemporary art.
  - e) Convey related information through their publications and websites.

This committee, selected on the basis of its representative character in the contemporary art market, shall automatically be accepted as an exhibitor at the fair.

For the sessions to be held, a minimum of 3 members must participate, and at least the representative of IFEMA or the people whom they might delegate.

The ARCOLisboa 2020 MANAGEMENT (hereinafter the MANAGEMENT) will be appointed by IFEMA and will exercise the conception, realisation and administration of the fair by delegation.

The deliberations, qualifications and classifications will be confidential, although the classification will be made known to any Applicant who should require it.

IFEMA is not responsible for the opinions expressed by the COMMITTEE or any of its members before or after the meeting, in relation to any of the Applications submitted.

## 6.1.2.- ARCOLisboa 2020 Appeals Committee

After consulting the Organising Committee, IFEMA will designate the members of the ARCOLisboa 2020 Appeals Committee (hereinafter the Appeals Committee) which will review the claims made by the applicant GALLERIES and PUBLISHERS who have not achieved sufficient score to obtain a stand in the Organising Committee's selection process.

The Appeals Committee will be comprised of three independent members of the Organising Committee. The president of the Appeals Committee will be a legal expert, the other two members will be two experts in the international contemporary art market. The three members will be for a maximum of four editions of ARCOLisboa. These experts must not have been part of the Organising Committee or exhibited at ARCOLisboa in the two years prior to their appointment.

## 6.2.- SELECTION OF PARTICIPANTS

It will be possible to participate in ARCOLisboa 2020, in accordance with what is established in these Specific Rules for Participation, in one of the following ways:

- 2.1 By submitting an application for participation and an evaluation sheet - in the manner, contents and documentation required therein - and obtaining the necessary score (Galleries and Publishers).
- 2.2 By invitation from the Organising Committee to Galleries and Publishers of renowned prestige that have not submitted an application to participate and are benchmarks for their content and presence in the national and international art market.
- 2.3 By selection by Curators appointed for the purpose.
- 2.4 By invitation from IFEMA (institutions engaged in collecting and promoting contemporary art).
- 2.5 By invitation from IFEMA (Magazines and Publishers dedicated to collecting and promoting contemporary art)

### 6.2.1 Participation by application and obtaining the necessary score. (Galleries and Publishers)

#### A) Conditions of participation

Applications to participate in ARCOLisboa 2020 will be limited to GALLERIES and PUBLISHERS that propose works of art exclusively from the twentieth and twenty-first centuries, whether or not they have attended previous editions of ARCOLisboa. GALLERIES OR PUBLISHERS that apply to participate in the General Programme must, by declaration under their own responsibility, demonstrate the constant and permanent exercise of activities appropriate to a GALLERY or PUBLISHER, in accordance with the following circumstances:

- A minimum of two years open uninterruptedly.
- Regular opening and normal timetable coinciding with that generally established for such venue.
- Minimum of four exhibitions per year, open to the public and with free access during normal opening hours (Publishers will be exempt from complying with this requirement).
- Being registered in the corresponding section of the Tax on Economic Activities and, where appropriate, being abreast of payment of the same on the date of submission of the APPLICATION FOR PARTICIPATION, or responsible declaration of not being obliged to pay it.

Failure to comply with these conditions will result in refusal of participation in ARCOLisboa 2020 and the Application for Participation will not be accepted for processing.

## B) Procedure

### B.1 Presentation of the application

- GALLERIES and PUBLISHERS interested in participating must submit their applications for participation and evaluation sheet to ARCOLisboa 2020 before 7 January 2020.  
The submission of an Application for Participation necessarily implies the applicant's full and unconditional acceptance of these Specific Rules of Participation in ARCOLisboa 2020, as well as IFEMA's General Rules for Participation. Likewise, the mere presentation of the application implies the applicant's declaration of awareness, acceptance and mandatory compliance.  
The applicant must duly fill in its EVALUATION SHEET, which it will submit together with its application for participation. Any lack of completeness of the aforementioned FORM, will be cause for non-acceptance in ARCOLisboa 2020 unless the omission is of little significance and can be supplemented with the information contained in the application.
- The request for participation for the General Programme must be accompanied by proof of payment in the account designated by IFEMA, of the amount of 150 EUROS (+10% VAT for Spanish galleries except residents in Ceuta, Melilla and the Canary Islands).  
This sum will be reimbursed, only if the applying Gallery or Publisher is accepted, by discounting it from the total amount of 1,200 EUROS (+10% VAT for Spanish galleries except residents in Ceuta, Melilla and the Canary Islands) for the ARCOLisboa Exhibitor Services.
- All the documentation that the GALLERIES or PUBLISHERS have to present can be either in Spanish, English and Portuguese.
- APPLICATIONS FOR PARTICIPATION should be addressed in writing to ARCOLisboa 2020 before 7 January 2020.  
Once the APPLICATION FOR PARTICIPATION and EVALUATION SHEET have been submitted under the conditions set out in rule 6.2.1, they will be assessed as specified in these Rules.

### B.2.- Evaluation and scoring of applications

Once the deadline for submitting applications for participation is reached, the Organising Committee will assess all of them, strictly observing the objectives established in the SPECIFIC RULES FOR PARTICIPATION and in the RULES OF THE ORGANISING COMMITTEE for ARCOLisboa 2020. In line with these objectives, the following aspects will be assessed in this edition, with the maximum score by each of the members of the Organising Committee indicated:

**I. I. ARCOLisboa 2020 PROJECT ..... 35 points**

**II. GALLERY PROGRAMME ..... 35 points**

- Artists represented by the gallery
- Exhibitions of the seasons: September 2018 - June 2019 / September 2019 - June 2020

**III. PRESENCE OF ARTISTS IN INSTITUTIONS AND MUSEUMS 20 points**  
Exhibitions and sales achieved by the gallery in 2019

**IV. PARTICIPATION IN INTERNATIONAL FAIRS IN 2019 (including ARCOLisboa 2019) ..... 5 points**

**V. PRESENCE IN LISTS, GALLERY PLANS, WEB, PUBLICATION OF CATALOGUES AND APPEARANCE IN SPECIALISED PRESS THROUGHOUT THE YEAR 2019 ..... 5 points**

There will be 4 members of the Organising Committee of section 6 of rule 1.1. at ARCOLisboa 2020. Each voting member of the Organising Committee will assess each of the galleries with the maximum score indicated, the maximum overall score that can be awarded being 100 points. Accordingly, the maximum score that a Gallery can achieve from all members of the Organising Committee with the right to vote will be 400 points. These scores will be given by the Organising Committee within the framework of a presence - base meeting.

All applicant GALLERIES or PUBLISHERS, whether they attended the previous edition or not, will be evaluated by applying the above.

### **B.3 Resolution of applications for participation**

- The PARTICIPATION of applicant GALLERIES and PUBLISHERS will be resolved by IFEMA in accordance with the proposals of the Organising Committee.

The resolutions will be based on the Conditions expressed in these SPECIFIC RULES, and on the scores assigned by the Organising Committee for each application, in accordance with the evaluation criteria, based on the information received from each applicant GALLERY and PUBLISHER.

- In strict order of scoring, the EXHIBITING GALLERIES or PUBLISHERS that have accredited the necessary qualities may participate in ARCOLisboa 2020 as exhibitors, provided there is space available.

At the proposal of the MANAGEMENT, IFEMA will decide on the maximum area of total exhibition space available for participating GALLERIES and PUBLISHERS.

The ORGANISING COMMITTEE may fill any vacancies that may occur amongst the EXHIBITING GALLERIES and PUBLISHERS initially selected in strict order of scoring, and shall include those whose score demonstrated the necessary qualities to participate, but would not have had access to a booth due to space limitations (WAITING LIST).

The WAITING LIST may be completed with those applicants that the Appeals Committee, in resolving the submitted appeals, considers to have demonstrated the qualities required to participate with their score, and the DEFINITIVE WAITING LIST will be produced.

Once the DEFINITIVE WAITING LIST has been prepared, the ORGANISING COMMITTEE will proceed to fill the vacancies in the manner indicated above.

IFEMA, through the ARCO MANAGEMENT, will proceed to inform the Applicant in writing of the decision taken on their possible participation, as indicated.

- Those Galleries and Publishers that have reached the necessary score for this will be given the status of EXHIBITOR, and will be notified accordingly so that, within the period indicated in the Application for Participation, the mandatory payments can be made. Failure to comply with this payment obligation will result in the loss of Exhibitor status, and the MANAGEMENT may allocate the space to the next applicant on the list.

Likewise, the conditions expressed in the APPLICATION FOR PARTICIPATION must be met regarding registration fees, payment deadlines, assembly dates, insurance and others, otherwise the exhibitor status will be lost.

The exhibitor's decision not to participate in the Fair is provided for in IFEMA's General Regulations for Participation, art. 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.

- The MANAGEMENT shall notify those GALLERIES or PUBLISHERS that have not achieved the necessary score to be exhibitors whether they have been included in the waiting list or whether it is considered that they have not demonstrated the necessary qualities to participate in the fair with the score they have obtained.
- The MANAGEMENT will also inform any GALLERY or PUBLISHER of the score they have achieved if they should so request.

## B.4 Appeal

Galleries or Publishers that have not achieved a sufficient score to obtain a stand in the IFEMA selection process in accordance with the proposals of the ORGANISING COMMITTEE may appeal against this decision to the Appeal Committee cited in Article 6.1.2 of these Rules.

To do this, it will be necessary for the GALLERY or PUBLISHER to inform the MANAGEMENT of their intention to appeal within two business days after notification of the resolution on their participation in the fair. In this case, within two business days they will be informed of the points they have achieved, broken down in accordance with the EVALUATION AND SCORING CRITERIA.

The appeal will be sent by certified mail with acknowledgement of receipt to IFEMA, addressed to the Director of ARCOLisboa 2020 within five business days after notification of the score obtained, and the MANAGEMENT shall transfer it to the said Appeal Committee, which must resolve on all appeals before 12 February 2020.

The Appeals Committee will review the cases of the Galleries or Publishers that have appealed. Only in those cases in which the Appeals Committee appreciates considerable arbitrariness between the importance of the item scored and the score obtained may said rectification be made, with the consequences that this entails as regards acquisition of exhibitor status or inclusion in the WAITING LIST or the maintenance of the status of NOT ADMITTED.

The Fair Director will attend the meetings convened by the Appeals Committee as an observer without voting rights.

The decisions of the Appeals Committee shall be notified in writing and shall be final.

IFEMA will not be liable in any case for expenses incurred by the GALLERY or PUBLISHER whose application is not accepted in relation to its attempt to participate in ARCOLisboa 2020, since this is the sole responsibility of the applicant and beyond the scope of IFEMA.

## **6.2.2 Participation by invitation of the Organising Committee to International Galleries and Publishers of renowned prestige**

In order to enhance the prestige of the Fair, the ORGANISING COMMITTEE may invite a limited number of GALLERIES or PUBLISHERS to participate, without undergoing the selection procedure, which by their international renown might contribute to attract visitors and collectors of the highest level to ARCOLisboa. Those galleries of renowned prestige that have a first-rate position in the international market and whose artists are present in the collections of the main contemporary art museums in the world will be considered.

## **6.2.3 Participation of galleries in curated programmes**

IFEMA may allow GALLERIES or PUBLISHERS that have not requested to participate formally to take part in ARCOLisboa 2020. These will be selected, where appropriate, by curators appointed for that purpose. The curators will be selected by IFEMA as professionals of renowned international prestige in the contemporary art sector and for being suitably qualified to form the curated sections determined by the event. The selection must be made in accordance with the parameters established in each respective project of the curators of each section, and must be validated by the Organising Committee.

## **6.2.4 By invitation from IFEMA (institutions, cultural spaces Publications and art and thought magazines and publishers dedicated to collecting and contemporary art)**

At its discretion, IFEMA may allow certain INSTITUTIONS that have distinguished themselves by promoting contemporary art and collecting to participate in ARCOLisboa 2020. It may similarly admit a selection of CONTEMPORARY ART MAGAZINES AND PUBLISHERS that represent the most significant thought and research around contemporary art and collecting.

## 6.3 - CONDITIONS OF PARTICIPATION IN ARCOLisboa

### 6.3.1 Allocation of Booths

The MANAGEMENT will allocate the stand to each EXHIBITOR, once it has met each and every one of the required requirements.

The allocation will be based primarily on:

- a) The position obtained in the classification list and in coordination with the Fair Management.
- b) The Division of allocations into subgroups in accordance with their particular nature and with the global nature of ARCOLisboa 2020. Once the allocations have been decided, the MANAGEMENT will prepare a floor plan that will show the location of each and every one of the individual stands of the EXHIBITORS.

The MANAGEMENT reserves the right to change the conditions of each booth within reasonable criteria and deviating from the requested location, dimensions or forms, when the concept, layout or distribution of the general exhibition space should so require.

Each EXHIBITOR will be informed of its allocation through the sending of the general plan with an exact indication of its location.

### 6.3.2 Exhibitor obligations

Whatever their form of admission, all participants and their employees must agree to observe these SPECIFIC RULES and IFEMA GENERAL RULES OF PARTICIPATION, as well as all provisions set forth in the Application for Participation and the Evaluation Sheet.

### 6.3.3 Exhibition project and works to be exhibited

The EXHIBITOR undertakes to present its exhibition project for ARCOLisboa 2020 and to declare the works that it presents prior to the Fair being held. If there is any subsequent change, the Fair shall be notified in writing.

Only original avant-garde works of the 20th and 21st centuries will be presented, in accordance with the following conditions:

- a) Oils, water colours, pastels, drawings, collages.
- b) Graphic work and multiple originals.
- c) Original sculptures (in posthumous models taken from original moulds this circumstance must be recorded), installations and ephemeral work.
- d) Photography, video, electronic and digital art.



The following are prohibited:

- a) Counterfeit and illegal works.
- b) Works that are highly restored, damaged or transformed.

### 6.3.4 Inspection of the exhibited works

With the advice of the COMMITTEE, the MANAGEMENT will inspect the booths, both during their installation and throughout ARCOLisboa 2020, in order to ensure they meet these regulations, and shall verify that the layout, presentation and assembly of the booth have been carried out according to the objective criteria and the spatial conception of ARCOLisboa 2020.

If there are objections to any of the works exhibited or to be exhibited, the EXHIBITOR will be obliged to put an end to the situation that could have caused such objections by withdrawing the work or replacing it with another that is admissible. Otherwise, the booth could be closed without the EXHIBITOR having the right to receive any amount as compensation or for any other reason.

Failure or resistance to comply with the above, as well as the closure of a booth, may justify an EXHIBITOR's exclusion from the next edition of ARCOLisboa, as set forth in Sections 5 ("Conditions") and 6 ("Selection and Participation") of these RULES.

### 6.3.5 Exclusion

The following will be grounds for exclusion of an EXHIBITOR from ARCOLisboa 2020, before or during the Fair, where appropriate - with the closing of the booth:

- a) Closure of the GALLERY or PUBLISHER.
- b) Failure to comply with the SPECIFIC or GENERAL RULES FOR PARTICIPATION, such as non-observance of the conditions expressed in the Application for Participation:
  - b.1) Non-payment of any of the amounts owed to IFEMA for participation in ARCOLisboa 2020.
  - b.2) Failure to respect the opening hours of the booth to the public, or clear irregularity in the opening hours.
  - b.3) Failure to comply with warnings received in writing about the assembly and maintenance of the booth.
  - b.4) Subleasing of part (or all) of the booth to another or other GALLERIES or PUBLISHERS
  - b.5) Consideration that the works exhibited or the decoration and presentation of the booth fail to meet the international level of ARCOLisboa 2020.
- c) Sale of work that is counterfeit or of dubious origin.

## 6.3.6 Catalogue

ARCOlisboa 2020 publishes an OFFICIAL CATALOGUE of the Fair in which the EXHIBITOR is obliged to make an insertion. This presence is established in the Exhibitor Services conditions detailed in the APPLICATION FOR PARTICIPATION of each of the different programmes.

The EXHIBITOR will contribute to the successful realisation of this and other paper, on-line and downloadable publications by providing the necessary graphic and written information that guarantees the desired quality and accuracy. The EXHIBITOR must strictly observe the delivery times of the required material.

## 6.3.7 Communication

IFEMA will issue adequate information about the artists and the EXHIBITING GALLERIES or PUBLISHERS in the daily and specialised press. The EXHIBITORS must, in turn, provide comprehensive and truthful information, as well as all high-quality graphic material that may be requested.

## 6.3.8 Promotional material

The free promotional material corresponding to the different fair programmes is detailed below.

The amounts allocated depend directly on the contracted area.

	GENERAL PROGRAMME	OPENING	AFRICA IN FOCUS
PUBLIC INV.	35	25	25
CATALOGUE	1	1	1
EXHIBITOR PASSES	6	2	2
VIP PASSES	10	6	6

## 6.3.9 Rules of assembly

### A) Features of the modular booth

- Booth open to hallway.
- These will be in 19 mm chipboard mounted on a 5 cm frame, to give a wall 10 cm thick with a height of 3.66m. It may be nailed or hung at any point.
- Electrical installation: Electric panel with differential and circuit breaker prepared for a power of 130W/sq.m. with a 500W plug base.
- Lighting: One 50W LED spotlight (4000° Kelvin - IRC> 90) for every 5 sq.m. of booth.
- Painting: All walls will be finished with matt white acrylic paint.
- Signs: Standard lettering including commercial name, place of origin and booth number.
- Floor: Grey carpet

### B) Work entry/exit periods - booth delivery

- The booth will be delivered, fully built, by Tuesday 12 May, at 9:00 a.m.
- **Works may be brought in and assembled** in the following days and times:
  - 12 May 2020 from 9:00 a.m. to 10:00 p.m.
  - 13 May 2020 from 9:00 a.m. to 10:00 p.m.

While the event is under way, no assembly or decoration work may be carried out on the stands.

- **Works may be removed and dismantled** on 17 May 2020 from 6:30 p.m. to midnight.

The working hours of the ARCOLisboa Secretariat during the assembly and disassembly processes will be from 9:00 a.m. to 8:00 p.m.

## FINAL PROVISION

IFEMA does not answer for the opinions expressed by the COMMITTEE or by any of its members before or after its proceedings, in relation to any of the submitted Applications.