



## MODERN, CONTEMPORARY & DESIGN ART FAIR

Ephemeral pavilions, avenue des Champs-Élysées  
Place Clemenceau 75008 Paris  
www.artelysees.fr

## APPLICATION FORM

In order to submit your application form to the Artistic Committee of Art Élysées - Art & Design, please send in the completed form along with your Exhibition Program (see p.3), the down-payments calculated on the basis of the requested area by the exhibitor or by wire transfer with the first down payment of 20%, (see: paragraph «Payment of the booth» p.3).

**Return all documents to OREXPO, before May 4<sup>th</sup>, 2020**

(Please keep a copy of each page of this application form and return to us the original file)

### CONTACT:

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### CORRESPONDENCE ADDRESS:

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www.artelysees.fr

## GALLERY

On our website you can add your addresses later if they differ.  
The first address below will be used as the invoice address.

Gallery name (Underline the letter to be used for the alphabetical classification)

Company name

Director (NAME, first name)

Phone

Mobile

Booth manager

Phone

Mobile

Address

Postcode

City

Country

E-mail

Website

Community VAT identification N°

Delivered at

date



Gallery name \_\_\_\_\_

## EXHIBITOR PRICES, 2020

BOOTH AREA - 4,25 meters width booth **X** meters long (minimum 4m, metric units)

TOTAL AREA **M<sup>2</sup> X 498 € (excl.tax)** = €

**EXHIBITOR PACK** = € **720 (excl.tax)**

Mandatory registration and insurance fees (see regulations and conditions)

Liability insurance (mandatory) does not cover the contents of the stand and equipment.

**Double-page catalog + webpage (mandatory)** € **780 (excl.tax)**

### Participation in Art Élysées-Design includes:

- Wooden partition walls covered with white brushed cotton
- Needle punched carpet, grey color
- 1 electricity meter of 2kw/h
- 1 spotlight x meter of frontage
- A banner
- Invitations ( 100 VIP invitations + 100 daily invitations and 5 badges)

TOTAL (excl. tax) = €

20% VAT = €

TOTAL (includ. tax) = €

ART SECTION

(Pavilions A & B)

DESIGN SECTION

(Pavilion C)

CONTEMPORARY URBAN ART

(Pavilion E)

Special requests: \_\_\_\_\_

**Booth location** The organizers design the fairmap, allot booth locations and reserve the right to modify, whenever they may deem it necessary in the interest of the event, the area, the layout and location of surfaces. However, the organizers do their best to meet the needs of each exhibitor.

The application form must be accompanied by the checks: the deposit and the balance payments calculated on the basis of the surface requested by the exhibitor. If the booth is paid by wire transfer, please attach copies of the transfer orders (see: paragraph «Payment of the booth» p.3).

Sign and write by hand « I fully understand and accept the terms above » \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_



In order to examine your candidacy, please return your complete application form **before May 4<sup>th</sup>, 2020**.

Gallery name \_\_\_\_\_

## GALLERY EXHIBITION PROGRAM FOR ART ÉLYSÉES 2020

ATTENTION, a gallery cannot share a booth with another gallery without approval from the Artistic Committee and presentation of both programmes from each gallery beforehand. **The Exhibitor pack and double-page catalog fees cannot be divided. They will be billed to each participating gallery on separate invoices.**

Your presentation file must include (to sent before **May 4<sup>th</sup>**, 2020):

- Date of creation and brief history of the gallery
- Participation in art fairs from 2017 to 2020
- List of artists permanently represented in the gallery
- List of artists selected for Art Élysées - Art & Design 2020
- A description of your exhibition project for Art Élysées–Art & Design, with illustrations of the works selected (10 visuals minimum) or a selection that represents the programme best, laid out with captions!  
(We highly recommend exhibitors to choose a theme that will be mentioned in our press and communication media).

Please do not send in catalogues and send the presentation programme in a pdf file, with a clear lay-out, by email or via Wetransfer.

If the application is registered online, the presentation programme may be uploaded at the same time.

## PAYMENT OF THE BOOTH

Payment schedule if your candidacy is retained to participate to Art Élysées- Art & Design 2020 :

The application file must be sent along with the bank transfer notice of the first deposit of the 20% which has to be made at the same time as the application for registration. If paid by checks, please send the 3 checks for the totality of the payment of the stand. In the event that your application is not accepted to participate in the fair Art Elysées-Art & Design, your checks will be returned by mail and the 20% deposit will be refunded by bank transfer.

- **1<sup>st</sup> deposit:** 20% of the total amount (includ. tax) will be collected, from the registered application.
- **2<sup>nd</sup> deposit:** 40% of the total amount (includ. tax) will be collected, on June 15<sup>th</sup> 2020.
- **3<sup>rd</sup> deposit:** 40% of the total amount (includ. tax) will be collected, on September 15<sup>th</sup> 2020.

If the 20% deposit is not joint to the application form, the organiser, Orexp (in agreement with the artistic committee), reserves the right to reallocate the booth and the area reserved.

Payment by cheque (made payable to Orexp)

Payment by wire transfer (please enclose a copy of the debit receipt of the wire transfer for the 3 deposits).

Payments by wire transfer, thank you for mentioning imperatively the following express declaration on the transfer orders : "payment to be remitted without charge to the beneficiary" to our account : Orexp.

Bank Code	Code Branch	N°Account	Key	SWIFT Code	Bank
30076	04346	15272200200	75	NORDFRPP	Crédit du Nord
International Bank Account Number - IBAN		FR76 3007 6043 4615 2722 0020 075			

Sign and write by hand « I fully understand and accept the terms above »

Place

Date



Please keep a copy of each page of this application form and return to OrexpO the original file fully completed and signed before **May 4<sup>th</sup>, 2020**.

## EXHIBITION REGULATIONS & CONDITIONS

### ARTICLE 1 - GENERAL POINTS

By signing this application form, the exhibitor is bound in all respects by these rules and regulations. Exhibitors are committed to complying with all its terms and conditions without any reserve. Any trespasser will be immediately excluded from «Art Élysées» exhibition and the following events to be organized by OrexpO. In case of exclusion, payments received by OrexpO will not be refunded to the exhibitor. Exhibitors who have not paid all financial requirements to the organizer or who have failed to respect the conditions in Participating, technical directives or fair rules, will see their application to the fair canceled.

### ARTICLE 2-1

The organizers are not required to justify decisions regarding applications. In the case an application should be refused, the organizers will inform the exhibitor of their decision in writing and return all payments sent. An invoice or pro-forma invoice acts as an official acceptance of the organizer to the exhibitor.

### ARTICLE 2-2

The OREXPPO organizers decide of the admission, exclusion, attribution and refusal of an application. The decision is final and irrevocable. In no case, the allocation of a booth to an exhibitor will allow any property rights over the said booth in the future. Booth allotment belongs exclusively to OrexpO.

### ARTICLE 3

The balance due should be paid before installation on booth(s) booked by the exhibitor. Any cancellation after July 2nd, 2020 the total amounts for the booth remain due to OrexpO. In the case of cancellation of applications made after July 2nd, 2020, the balance of the total amounts for the booth remain due to OrexpO.

### ARTICLE 4 - DISPOSAL / SUBLETTING BOOTH

Booths must be attended only by authorized persons in the registration file, during exhibition period, and opening hours to visitors. Sub-renting, in all or part of the space booked by the exhibitor, to a third party is prohibited without written notice by OrexpO. During opening hours to visitors, the space rented is under exhibitor liability.

### ARTICLE 5 - BOOTH DISPOSAL

The exhibitor must fully respect the space limits of their booth. For security reasons, the main aisle in front of each booth is to be kept free from obstruction during the whole exhibition period. The exhibitor is committed to do their best to decorate their space and present their artists' works in an esthetic way, in order to respect the fair's high quality presentation. Exhibitors are not allowed to use paint on the booth structure provided by OrexpO (i.e. partition walls and fabrics).

### ARTICLE 6 - CANCELLATION

In the case of cancellation, the amounts paid or due for the booth after the acceptance has been registered, remain due to the OrexpO even if the organizers have allotted the booth space to another exhibitor. An exhibitor that has not yet occupied their booth 24 hours prior to the opening of the event is considered as absent and their space can be re-leased without any claim to indemnification. The total amounts for the booth remain due, even if the organizers have allotted the booth space to another exhibitor.

### ARTICLE 7 - APPLICATION

The gallery sends in to the organizer the completed and signed application form as well as the registration fee. The original copy must be sent to the organizer before the deadline. Due to technical reasons and availability constraints, a booth location may vary and the surface can differ (in which case the organizer will inform the exhibitor). A previous participation to the event doesn't imply an automatic participation of the gallery during the next edition. The booth location may vary upon each edition; therefore exhibitors cannot claim themselves entitled to the location of a specific booth. By signing the application form the exhibitor agrees to accept unconditionally the present general conditions as mandatory for himself, his employees, contractors and agents. Unless notified otherwise by the organizer, the exhibitor accepts also that its staff and company information may be used by the organizers or a third party (appointed by the organizer) and sent to the organizer's partners in order for the partners to follow their partnership agreement in the occasion of the fair. Unless the organizer and the Selection Committee refuse an application, a signed application form constitutes a firm commitment and binding agreement to pay for the booth and all other allotted fees.

### ARTICLE 8 - LIGHT AND SOUND INSTALLATIONS

The organizer, together with the Selection Committee, reserves the right to require that any light or sound piece which is detrimental to neighboring exhibitors or to the public shall be removed or its location modified. A map indicating its location on the exhibition space and its technical requirements must be presented beforehand.

### ARTICLE 9 - ELECTRICAL EQUIPMENT

All electric material set up by the exhibitor must be compliant with the current French safety standards (French standards C15-100). It is forbidden to plug into the fair's electrical lighting circuit. Each booth's electrical equipment must be plugged into an additional electric meter that is relevant to its needs. Only power adapters and power strips that are fitted with a permanently connected socket outlet are allowed (cast multi-socket). All fabrics fitted by the exhibitors which must be certified M1 (non-flammable).

### ARTICLE 10 - TECHNICAL FILE

The exhibitor agrees to accept and ensure compliance of the instructions of the technical file that they have received prior to the event. The exhibitor is liable to the organizer of any disregards to the requirements specification and terms imposed by the owner or main tenant of the venue that is used by the fair organizers. The fair organizers are not liable if the terms of the present general conditions are applied.

### ARTICLE 11

Set-up and tear down must be done during the provided dates and hours, failing to do so the exhibitor will be liable.

### ARTICLE 12

Public liability of OrexpO is insured to cover damages to third parties. OrexpO should not be responsible for theft, damage, loss, fire, injury, or any technical malfunction, that occurs during the exhibition; during installation and packing period, during night and day. Furthermore, OrexpO shall not be held responsible neither for low visitor attendance to the exhibition, nor insufficient exhibitor numbers. The exhibitor complies with the Art Élysées regulations and conditions, and will respect all addendum OrexpO may apply. The exhibitor hereby agree to free OrexpO of all claims, his insurers, the town of Paris, for loss, theft, damage to his goods and devices shown on the exhibition, and personal injury.

### ARTICLE 13 - MISCELLANEOUS PROVISIONS

Schedule changes

In the case of unpredictable events (force majeure, natural disasters, non-authorization from the city services or from the police department) in which the fair cannot take place, the organizer holds no responsibility and the organizer is authorized to:

- 1) Cancel the fair, in which all payments made by the exhibitor to the organizer remain with the organizer.
- 2) In the event of an extension or reduction of the date, in which the exhibitors cannot claim a discount in their payments.
- 3) In the case of unpredictable and major events, after the fair has opened, the exhibitor will not pay back any exhibitor.

### ARTICLE 14 - SPACE OCCUPANCY

The organizer is not liable to constructions or installments made by the exhibitors. Exhibitors are requested to receive their spaces as found and to leave them in the same state. Any deterioration is at the expense of the exhibitor, whether it is caused by the exhibitor, his installments, material or merchandise. Set-up and tear down out of hours will induce the exhibitor's liability and will be held responsible for any damage that may occur directly or indirectly.

### ARTICLE 15 - SECURITY / GUARDS

The organizers will take all necessary measures to assure that security of the fair beyond opening hours. However the exhibitor may not be held responsible for any damage or loss in case of gross negligence. It is the responsibility of each exhibitor to remain vigilant over their booth at all times. The exhibitor must take out an insurance to cover risks. Private surveillance staff on booths - specifically during night time- can be authorized prior to written request to the organizer and will be charged to the exhibitor.

### ARTICLE 16 - CUSTOMS

It is each gallery's responsibility to accomplish the customs formalities for the materials and artworks brought into the country from abroad. The organizer shall not be held liable for any difficulties that may arise with respect to such formalities.

### ARTICLE 17 - GENERAL REGULATIONS OF FAIRS AND TRADE SHOWS IN FRANCE

The General Regulations for Fairs and Tradeshows in France (available upon request) continues to apply to exhibitors in the settings that are not contrary to the aforementioned general regulations. Any infringement to the present general conditions and of the general regulations of fairs and tradeshows in France, to the Technical File, The Exhibitor Guide, may (without prejudice to all legal proceedings) lead to (with the help of public assistance if needed) the closure of the booth and expulsion of the offending exhibitor. This is applicable to the following situations: exhibitors without insurance, non-conform booth set-up, noncompliance to safety measures, absence of the exhibitor on the booth, the presentation of products and material that are non-conform (cf. application form), etc.... In such a situation, the amounts paid by the exhibitor are kept by the organizer, without prejudice to the payment of the final balance, of all sums due or any other damages and interests.

### ARTICLE 18 - APPLICABLE LAW

In the case of a dispute, in order to reach an amiable agreement, any exhibitor complaints must be presented to the organizers in the form of a registered letter with proof of receipt before any other procedure. Once the 15-day deadline after the end of the fair has passed and no amiable agreement has been reached, the complaint can be taken to the courts of the organizer's registered office. Before this deadline, complaints will not be accepted. These regulations are in accordance with French law.

I, hereby undersigned, Name \_\_\_\_\_

After reading the Exhibition regulations and conditions, I fully understand and accept the above terms.

Sign and write by hand « I fully understand and accept the terms above » \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_