

RULES of the 18th Warsaw Art Fair 9-11 October 2020

the Kubicki Arcades, the Royal Castle in Warsaw

Contact data:

Katarzyna Marciniak

+48 669 111 109

info@warszawskietargisztuki.pl

www.warszawskietargisztuki.pl

ul. Karowa 31, 00-324 Warszawa

A. GENERAL INFORMATION

The Rules stipulates the rules of participation in the 18th Warsaw Art Fair (hereinafter referred to as WAF or Fair) organised by the company Rempex Sp. z o.o.

1. The date of Fair: 9-11 October 2020. Organiser reserves the right to change the Fair opening hours without giving a reason. All the changes concerning the organisation shall be sent to e-mail address given in application forms.

The official Fair opening:

9 October (Friday)

Installation of stalls

8-9 October (Thursday - Friday)

2. Fair opening hours:

a/ for Exhibitors:

8 October (Thursday) - taking stalls, arrangement, installation of appointed Exhibitors

9 October (Friday) - taking stalls, arrangement, installation of appointed Exhibitors

9 October (Friday) at 3:15 - 8:15 p.m. - obligatory presence of Exhibitors at stalls

10 October (Saturday) at 10:45 a.m. - 8:15 p.m. - obligatory presence of Exhibitors at stalls

11 October (Sunday) at 10:45 a.m. - 6:00 p.m. - obligatory presence of Exhibitors at stalls

b/ for Visitors:

9 October (Friday): 5:00 - 8:00 p.m.

10 October (Saturday): 11:00 a.m. - 8:00 p.m.

11 October (Sunday): 11:00 a.m. - 6:00 p.m.

3. **The place of Fair:**

The Kubicki Arcades, The Royal Castle in Warsaw, address: Plac Zamkowy 4, entrance from ul. Grodzka.

4. Out of the WAF opening hours for visitors, in the period of 9-11 October, any person is allowed to remain on the Fair premises. Every presence at stall out of the opening hours

requires a notification and Organiser's consent. Security service has the right to forcibly remove from the Fair premises persons infringing the prohibition.

5. The installation of stalls takes place on days (8-9 October) appointed by organiser and at specified hours. At this time only priorly announced by Exhibitor and appointed persons may enter the Fair premises. Persons appointed by Exhibitor shall show at the entrance their identity cards in order to be identified. The data of person shall be connected with an exhibitor who appoints this person. Hence, an exhibitor is fully responsible for this person's actions.

B. SERVICES PROVIDED BY ORGANISERS

1. The price of exhibition surface includes:
 - the rent of agreed surface for the duration of Fair and for the time allocated to installation and deinstallation
 - a 265 cm high exhibition wall with filling (the arrangement of walls compliant with proposed stall) (*organiser does not provide additional walls in niche, the arrangement of installation is on the part of exhibitor)
 - 1 frieze with the name of Exhibitor
 - light points (1 light point for 1,5m of wall length) (*organiser does not provide additional lightning in niche)
 - the cost of electric energy consumption
 - entry into information leaflet (contact, stall number), (the final deadline to send information is until 30.07.2020)
 - entry on the Fair website
 - 10 invitations to Fair
 - badges for two persons allowing to enter the Fair premises
 - information materials.
1. While invoicing, the VAT (23%) shall be added to the rent of surface.
2. Organiser provides:
 - the promotion of WAF
 - the sounding and lightning of WAF premises
 - the security of Fair premises during the WAF opening for visitors by service responsible for the order and safety of guests and Exhibitors
 - the maintenance of cleaning on the WAF premises.
1. Additional equipment such as furniture and additional lightning is available for a fee on the basis of Exhibitor's written order according to the form. The form shall be available on website www.warszawskietargisztuki.pl. The order form shall be also sent to Exhibitors. The condition to use additional services is to send a completed order form to organisers until 31.08.2020. and to pay for additional order until 30.09.2020.

C. CONDITIONS TO PARTICIPATE

1. Exhibitors apply for participation in Fair by sending a completed "Application Form"

together with appendix, this is a proposition of exposition and signed Rules until 30.05.2020.

An obligatory appendix to the form is a proposition of exposition including:

- all artists proposed by Exhibitor for the 18th WAF
 - reproduction of objects proposed by Exhibitor for the 18th WAF
 - the style and time of execution of proposed antiquated objects for the 18th WAF
 - the description of proposed exposition for the 18th WAF
 - the most important events organised by Exhibitor during the last year
 - other information confirming a high level of presented works.
 - The proposition of exposition shall contain an exact arrangement of stall.
- Considering the number of artist's works and the way of their presentation.

The way of presentation on WAF:

- The commission during Fair has the right to admonish an Exhibitor because of an incompliance of exposition with the prior approved proposition. It may result in removing at the commission's request particular works or removing Exhibitor due to the failure to maintain the compliance of exposition with the approved form.
- The commission shall particularly pay attention to the number of works on walls. The commission shall not approve placing too many objects of different artists on one wall, which creates a illegible exposition that is not compliant with the Fair programme assumptions.
- Organiser allows to present objects only within rented stall. Organiser does not allow to present works on opposite walls or walls of other Exhibitors. In the case of not observing the guidelines, Organiser has the right to remove the non-statutory exposition at the cost and to the risk of the exhibitor.
- Before Fair's beginning the Commission shall execute the compliance of exposition, giving Exhibitors time for potential changes before the Fair opening for visitors. Failure to comply with the Commission's comments may result in the immediate removing of Exhibitor from the 18th WAF

We will answer any question and explain any doubt via e-mail
info@warszawskietargisztuki.pl and under telephone number +48 669 111 109

Proposition of exposition templates and the guide "How to prepare well a proposition for the 18th WAF" is available on website
www.warszawskietargisztuki.pl

Whether an applicant is qualified to participate in 18 WAF or not is decided by the Programme Commission on the basis of proposition of exposition presented by the applicant. After receiving a written (e-mail) notification about the qualification of applicant, a pro forma invoice for the value of advance the payment on term of which is a condition of participation in WAF shall be delivered. The Commission's final decision on the qualification of exhibitor shall be announced after 15.06.2020.

2. A condition for qualified subjects to participate in the 18th WAF is to pay the advance in the amount of PLN 1000 netto (PLN 1230 gross) until 30.06.2020. on the basis of pro forma invoice sent to the Exhibitor after the decision of Programme

Commission.

3. The rest of charge shall be paid until 16.08.2020.
4. In the case of failure to pay the advance or remaining charge Organiser has the right to hand over the exhibition surface to other participants from standby list. In the case of Exhibitor's resignation from participating in Fair the advance is not returned.
5. Exhibitor is not entitled to any claims in the case of:
 - incomplete use of ordered surface
 - Exhibitor's participation in only a part of WAF
 - Exhibitor's resignation from a part of services provided by organiser.

D. DEVELOPMENT OF SPACE

1. The localisation of stalls and the arrangement of Exhibitors is established by Organiser. The plan of Fair shall be sent to Exhibitor and be available on website www.warszawskietargisztuki.pl
2. Apart from the advert placed at stall any other forms of advertisement on WAF premises require Organiser's consent. Without consent adverts shall be removed at the cost and to the risk of Exhibitor.
3. The way of planning and use of stall has to comply with provisions in force, especially with occupational health, safety and firefighting provisions, it cannot pose a threat for people or property and it cannot prevent nor hinder:
 - a/ the use of stalls by other Exhibitors
 - b/ the use of guidelines by Organiser of traffic routes
 - c/ the performing of obligations by Fair personnel
4. During Fair it is not allowed to deinstall an exhibition nor take away equipment and exhibits.

All exhibitors are obliged to maintain the whole exposition throughout Fair. Exhibitors leaving their stalls in the Fair opening hours for visitors shall be encumbered with a penalty.
5. The objects left by Exhibitor at stall after the period of deinstallation may be removed at the cost of Exhibitor. Organiser shall not bear any responsibility for potential damage sustained by Exhibitor.
6. Exhibitor has no right to sublease nor share the exhibition surface with other subjects not approved by Organiser.

E. SECURITY, RESPONSIBILITY, COMPLAINTS

1. The Fair premises in the period of 9-11 October 2020 are protected by the appropriate security service responsible for order and safety of guest and Exhibitors.
2. Exhibitor is responsible both during Fair and in the period of installation and deinstallation of stall for protecting at own cost and to the own risk the exhibits,

equipment and appliances from potential damage, cavities and theft.

3. Organiser has the right to demand from Exhibitor to remove objects in regard to the authenticity of which suggestions and doubts has been raised.
4. Organiser advises Exhibitors to take out insurance against theft, civil liability and insurance their property (exhibits, equipment and appliances at stall, elements of construction and equipment of stalls, private property, service vehicles etc.) both for the period of Fair and installation and deinstallation of stalls.
5. Organiser shall not bear any responsibility for exhibits nor any damaged or lost property of Exhibitors, especially in the result of theft or lost and also for damage caused by Exhibitors.
6. Organiser shall not bear any responsibility for damaged exhibits nor Exhibitors' property caused by force majeure for example fire, explosion, lightning strike, windstorm, flooding, break in electricity supply beyond Organiser's control.
7. Participant in Fair is obliged to notify Organiser in writing about the occurrence of damage immediately after its confirmation.
8. The Organiser reserves the right to cancel, shorten, change the date of Fair and also limit its extent without any right to damages.
9. Exhibitors are obliged to submit any comments during Fair. After the end of Fair these comments shall not be taken into account and considered.

I state that I am familiar with the Rules of 18th WAF

Signature

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Rempex Sp. z o. o.: ul. Barcicka 38, 01-839 Warsaw Dom Aukcyjny Rempex: ul.
Karowa 31, 00-324 Warsaw, tel. +48 22 826 44 08