

**Deadline: September 20, 2017**  
**截止日期: 2017年9月20日**

## application form 申请表

### GALLERY INFORMATION 画廊信息

GALLERY NAME 画廊名称		Κάντε κλικ εδώ, για να awefadfεισαγάγετε κείμενο.	
ESTABLISHED YEAR 发布年份		ADDRESS 地址	
POSTAL CODE 邮政编码		CITY/COUNTRY 城市 / 国家	
TAX REGISTRATION NUMBER (optional) 税号 (可选)			
TEL 电话			
WEBSITE 网站		E-MAIL 电子邮件	
DIRECTOR 总裁			
CONTACT PERSON 联系人			
TEL CONTACT PERSON 联系电话		E-MAIL 电子邮件	

**PLEASE READ THE TERMS OF PARTICIPATION IN THE NEXT PAGE AND FILL THE APPLICATION FORM**

请阅读下一页的参与条款并填写申请表

LOGO FOREA EN.png **ORGANIZED BY 主办方**

tsatsis.jpg

尺寸	DIMENSIONS	元	PRICE/€ 价格 / 欧	TOTAL 总额

STAND <b>25 sq.m.</b> X 75.00 €/sq.m. 支架 <b>25 平方米</b> X 75.00 欧元/平方米	1,825.00	
LARGE STAND <b>35 sq.m.</b> X 75.00 €/sq.m.大支架 <b>35 平方米</b> X 75.00 欧元/平方米	2,625.00	
X-LARGE STAND <b>50 sq.m.</b> X 75.00 €/sq.m. 特大支架 <b>50 平方米</b> X 75.00 欧元/平方米	3,750.00	
2X-LARGE STAND <b>70 sq.m.</b> X 75.00 €/sq.m. 特特大支架 <b>70 平方米</b> X 75.00 欧元/平方米	5,250.00	
CORNER BOOTH SECTION 角亭部分 (INCLUDES AN EXTRA COST OF) (包括额外费用)	200,00	
<b>SOLO PRESENTATION SECTION</b> 独立演讲部分 (one artist each) * 15 sq.m. (每位艺术家) * 15平方米	1,200.00	
EXTRA COST (INSURANCE, CATALOGUE CONTRIBUTION 额外费用 (保险, 目录缴款两页) TWO PAGES)	80.00	
<b>VAT 24% not included 不包括增值税24%</b>		
<b>GRAND TOTAL 总计</b>		

<b>PAYMENT付款</b>	
<b>CREDIT CARD信用卡</b>	
VISA visa卡	
<b>CASH 现金</b>	<b>ACCOUNT No / IBAN 账号 / IBAN</b>
NATIONAL BANK OF GREECE 希腊国家银行	223/470300-60 / IBAN GR40 0110 2230 0000 2234 7030 060
ALPHA CREDIT BANK ALPHA 信用银行	707/00/2320000394 / IBAN-GR 74 0140 7070 7070 0232 0000 394
PIRAEUS BANK PIRAEUS银行	5202-002162-792 / IBAN GR16 0172 2020 0052 0200 2162 792

\* \* 请您在2017年7月10日以前提交必要的申请文件。必须与50%预付款一同提交才能接受申请。

## **1. Application - Notice of Acceptance**

These Terms and Conditions become effective only upon acceptance of Exhibitor's application by the Art Thessaloniki International Contemporary Art Fair Selection Board. In such case of acceptance, the terms and conditions will be immediately in effect through the entire term of Exhibitor's participation in the Fair. Application Deadline: 20/09/2017. Notice of acceptance will be sent immediately

1. By submitting their Application, the Exhibitors, if selected, are expressly bound to participate in Art-Thessaloniki International Contemporary Art Fair.

1. All the Applications should be submitted online.
2. Only the Applications containing all the required information and the Additional Application Material will be examined by the Selection Board.

After examining the Applications, the Selection Board reserves the right to confirm or decline acceptance in Art Thessaloniki International Contemporary Art Fair. The Applicants will be contacted via e-mail, regarding the acceptance or non-acceptance of their Application.

## **2. Stand**

The Exhibitor reserves the right to request a different stand size from the offered ones, but the Organizer is under no obligation to guarantee that the requested stand will be available.

1. Upon Application submission, the Exhibitor does not have the ability to change the size of his stand.
2. Upon participation acceptance and after informing the Exhibitor, the Organizer reserves the right to change the stand size for practical reasons.
3. The Organizer is responsible for positioning the stands in the exhibition venue.
4. The stand costs include: Stand construction (2.50 meters tall with 3 wooden surfaces in white). Basic stand lighting. 240W power supply. Basic lighting for the external wall. 24h guarding. Cleaning of all the common areas. Wireless Internet. Admission in the Art-Fair's catalogue. 5 cost-free catalogues of the Art-Fair. 10 invitations for the Grand-Opening. 3 VIP invitations.
5. The Organizer provides insurance for the artworks of the participants in Art-Thessaloniki International Contemporary Art Fair.

## **3. Contract - Payment**

Should the Applicant be accepted by the Selection Board, the Exhibitor will receive a contract, which he/she is obliged to return all signed up till September 30, 2017 along with a payment of 20% of the total amount for his/her stand. The Exhibitor agrees to pay Art Thessaloniki International Contemporary Art Fair in full for the stand or stands requested in his/her application at the applicable prices and deposits for the size requested, in accordance with the following terms and conditions:

1. Payments are non-refundable and non-transferable. Any Exhibitor, whose stand has not been paid in full by Monday, November 20, 2017, will not be permitted to exhibit.
2. After acceptance by the Art Thessaloniki International Contemporary Art Fair Selection Board, exhibitors will be invoiced for the total amount.

Payments, 20% of the booth balance is due September 30, 2017. The remainder 80% is due November 20, 2017. Upon the online Application Submission, you will receive via e-mail a copy of your Application, as it was submitted to us (without the Attached files). If the total amount is paid until September 30, 2017 there is a discount of 5 %.

Upon the acceptance of your Application, you should send the the prototype of your Application to the following address:

TIF HELEXPO Art-Thessaloniki, 154 Egnatia Str., 54636, Thessaloniki, Greece.

If you have any remaining questions, regarding the Application, please contact us:

info@art-thessaloniki.gr, tel (+30) 2310 291 117, mob. (+30) 6973507282 (+30) 6946907708

## **4. Withdrawal and Cancellation**

Should the Exhibitor cancel their participation, they shall not be entitled to any reimbursement for the paid amounts.

**DATE**

**BANK ACCOUNTS OF TIF HELEXPO SA**

**NATIONAL BANK OF GREECE**

ACCOUNT No: 223/470400-28

IBAN GR 79 0110 2230 0000 2234 7040 028

**ALPHA CREDIT BANK**

ACCOUNT No: 707/00/2320000394

IBAN GR 74 0140 7070 7070 0232 0000 394

**PIRAEUS BANK**

ACCOUNT No: 5202-009128-859

IBAN GR 80 0172 2020 0052 0200 9128 859

Υπογραφή-σφραγίδα

I have read and accept the terms of participation

Signature-stamp

**PARTICIPATING ARTISTS OF THE GALLERY**

Artists who would like to presentation to ART THESSALONIKI International Contemporary Art Fair

Artists name and art type (paintings, photography, video etc.)

**ACCOMPANYING MATERIALS**

	Exhibition program of gallery 2015-2016
	Representing artists of the gallery
	Artists curriculum vitae

					<b>2 images from the artists work, low definition (JPG format 1 maximum 2MB)</b>

## INFORMATION CONCERNING EXHIBITS

### 1. TRANSPORT & INSTALLATION OF ARTWORKS

**Entry & installation of works (check by insurance company)**

**20/11/2017, 11.00 - 20.00 hours**

**21/11/2017, 09:00 – 21:00 hours**

**22/11/2017, 09.00 - 18.00 hours**

**Conclusion of installation of works (check by insurance company) 22/11/2017 - 18.00 hour**

Every exhibitor is liable for the transport and installation of their artworks at the Exhibition premises. Access to the Exhibition premises is feasible by automobile. Authorized security personnel will walk the exhibitors to the entrance. When the artworks arrive at the Exhibition premises, Exhibitors must be there, in order to check and register their Artworks before their installation. Insurance and Logistics Manager, will provide to the Exhibitors all the necessary assistance they might need. It is underlined that Insurance and Logistics Manager represents both the Organizer and the Insurance Sponsor. If the Exhibitor cannot be present at the premises when the artworks are being received, they shall have provided authorization in advance by dispatching all the necessary documents to [ato@helexpo.gr](mailto:ato@helexpo.gr), which shall name the person responsible to receive the works in the stead of the Exhibitor. The documents authorizing the Exhibitor’s representative shall bear verification of the authenticity of the signature on it. Before the artworks arrive to the premises, Exhibitors or their authorized representatives are asked to contact the Insurance and Logistics Manager in order to arrange the exact time of entrance of the artworks. It is reminded that artworks may only enter the Exhibition premises upon appointment. It should be noted that Exhibitors need to have all necessary tools for the installation and the taking down of the artworks at their pavilion, as the Organizer shall not provide any tools. N.B.: The Organizer is not liable for any loss or any kind of accident that may occur during the installation works.

### 2. SALE-EXIT OF WORKS OF ART FROM EXHIBITION PREMISES

Works of art may be sold within exhibition premises. If the Exhibitor decides during the Exhibition to remove a sold artwork, then He/She has to sign a signed declaration regarding the sold artwork and is obliged to deliver the document the Insurance and Logistics Manager – the work of art that is being removed shall not be included in the insurance referred to below. The Exhibitor may replace the work removed artwork with other from the stored artworks in the Storage Premises. In that case, the new work of art is exhibited at the exclusive liability of the Exhibitor, both during the working hours of the Exhibition and beyond them, while the Organiser shall bear absolutely no liability for any theft, loss or damage to this work of art, given that this cannot be included in the relevant insurance policy of the Insurance Sponsor referred below after the opening of the Exhibition. It is made known the transport from the Storage Premises to the Exhibition premises and the installation at the Exhibition premises shall take place at the exclusive expense, care and liability of the Exhibitor.

### 3. STORAGE FACILITIES

#### 1. EXHIBITORS’ STORAGE PREMISES

The Organizer provides storage premises in order to store empty wooden containers as well as other packaging materials, etc. necessary for the transport. No container may be full of tools or contain works of art.

#### 1. STORAGE PREMISES FOR ARTWORKS

Artworks be kept in a specially laid out area, which will be under the Organizer’s surveillance. A limited number of Artworks of each Exhibitor shall be kept on these premises. It is noted that transport from and to the Storage Premises for Works of Art shall take place at the exclusive expense, care and liability of the Exhibitor. The Artworks kept in the storage premises shall be placed on palettes at a height of 15cm from the ground. For safety-security purposes, no tools or other items may be kept by Exhibitors in the storage premises, ONLY Artworks. Entry to the storage premises

is exclusively allowed to exhibitors and their authorized representatives, always in the presence of the Insurance and Logistics Manager, always upon sign of all the required documents, provided by the Insurance and Logistics Manager. This is applied every time Exhibitors wish to move works from Storage Premises, at specific times during the Exhibition. Specifically, when an exhibitor wishes to remove a work from the Storage Premises, they have to inform the Insurance and Logistics Manager , who will accompany the Exhibitor inside the Storage Premises at the time upon appointment. Exhibitor or their representative specifically authorized for this purpose, at their own expense, care and liability, shall take the work of art in question, signing at the same time a declaration, which will make known that the Exhibitor received the exact work of art that entered the Organizer's premises in exactly the same state it was when it entered the Organizer's premises. This signed declaration is handed to the Insurance and Logistics Manager. The storage premises have no heating or air-conditioning. Works that are sensitive or require special storage conditions should not be kept at these premises. If, however, some exhibitors decide to keep sensitive works there, they do so at their own liability and without any claim after the event, material or legal, against the Organizer or his associates. Exhibitors who wish to store their works in the specific storage premises need fill in beforehand a record titled DATA CONCERNING THE INSURANCE OF WORKS OF ART and to dispatch this record by Nov 20,2017. THE WORK STORAGE CARD should be handed in (upon the Declaration of arrival of the works of art on the premises by the Exhibitor) by the Insurance and Logistics Manager.

#### **4. END OF THE EXHIBITION-TAKING DOWN OF EXHIBITS & TRANSPORT OF WORKS OF ART**

1. Upon the end of the Exhibition, on November 26, 2017, the Organizer is in no way liable for the works of art found either on the exhibition premises or at the Storage Premises for Works of Art. On November 26, 2017, and after the closure of the Exhibition, Exhibitors shall proceed, exclusively at their own expense, care and liability, to take down and remove the works of art from the exhibition premises, after a last check from the Insurance and Logistics Manager. More specifically, on November 27, 2017 and in the time period between 09:00 and 14:00 as well as during the take down and removal of the works of art, the Insurance and Logistics Manager shall prepare a protocol of receiving the works taken down and removed from the exhibition premises, which shall be co-signed by the Exhibitor or their lawfully authorized representative and by the Insurance and Logistics Manager. In this signed form the Exhibitor declares that they have received the works in the same condition as they were when they entered the exhibition premises and the Organizer is discharged of any liability concerning damage or loss of the works of art. In order to examine the works of art being removed from the exhibition premises and to sign the signed form mentioned above, Exhibitors need to have made an appointment with the Insurance and Logistics Manager. It is mentioned that Exhibitors may not remove a work of art upon closure of the Exhibition, if the procedure described above has not taken place. Furthermore, all Exhibitors are obliged to remove their works of art by November 27, 2017. This very same procedure is to be applied for the removal of works of art kept at the Storage Premises of Works of Art. N.B.: The Organizer is not liable for any loss or any kind of accident that may occur while works of art are taken down.

#### **5. INSURANCE OF THE WORKS OF ART**

The works of art shall be insured by the Organizer against loss, theft, or/and damage and against unfortunate events that might occur only during the time period that the Exhibition is not open to the public and, specifically, for the time period from 20/11/2017 up to 27/11/2017 and time 09.00. The insurance of exhibits described above concerns the conventional basic cover 'against all risks' and concerns only the time period during which the Exhibition is not open to the public; this insurance is provided without any charge by Insurance Provider 'KARAVIAS UNDERWRITING AGENCY'. More specifically, the Exhibitor is liable for any theft, loss or/and damage may be caused to the works of art during their transport, mounting and installation in the Exhibition premises, during the opening hours of the Exhibition as well as during the taking down and removal of the works of art from the Exhibition premises. Therefore, the Organizer shall be in no way liable for any theft, loss or/and damage may be caused to the works of art during their transport and installation in the Exhibition premises, during the opening hours of the Exhibition, nor during taking down and removal of the works of art from the Exhibition premises.

#### **6. INSURANCE EXAMINATION**

A representative of the Insurance Sponsor, namely, 'KARAVIAS UNDERWRITING AGENCY', shall be present at the Exhibition premises to perform the necessary insurance examination by the Insurance and Logistics Manager and, more specifically, to examine the authenticity and integrity of the works of art. Specifically, the Insurance and Logistics Manager shall check whether the works of art do belong to the artist, who, according to the declaration of the Exhibitor, created them and whether there is any damage to them. During this examination, two original copies of a relevant list are to be prepared and co-signed by the Exhibitor; the list shall be handed over to TIF-HELEXPO and to the representative of the Insurance Sponsor (hereinafter, the 'List'). This list shall record all works of art entering the Exhibition premises and the authenticity and integrity of each work shall be confirmed in accordance with what has been described above. From 11:00 to 12:00 every day, during the Exhibition, i.e. one hour before the opening of the Exhibition to the public, an examination shall be undertaken by the Insurance and Logistics Manager, as well as by each Exhibitor or their lawfully authorized representative, in regard to the integrity and authenticity of the work of art; a protocol to this effect shall be prepared and signed by both the parties mentioned above. Furthermore, at the end of the Exhibition every day, at 21:00, a new examination shall be performed by the Insurance and Logistics Manager, in the presence of each Exhibitor or their lawfully authorized representative, regarding, once again the integrity and authenticity of the work of art, and a protocol to this effect shall be prepared and signed by both the parties mentioned above. If it is found out during this examination that any of the works of art has been subject to replacement, alteration, and/or damage, then a relevant document shall be prepared by the Insurance and Logistics Manager, referring to any replacement, alteration and/or damage. The Insurance and Logistics Manager can proceed with any necessary action to confirm the conditions described above, such as an inspection, photographing the premises and the work, preparing a report, etc. All Exhibitors shall be at their pavilions during the times of the examinations described above. It is underlined that wherever the phrase 'lawfully authorized representative' is used, it refers to any third person lawfully authorized by the Exhibitor by virtue of a written authorization document, the signature on which bears verification of its authenticity.

## **7. INSURANCE TERMS AND CONDITIONS**

1. The insurance of the exhibits as described above is valid only under the circumstance that the Exhibitor described them in full detail in the record DATA CONCERNING THE INSURANCE OF WORKS OF ART, which was dispatched to the Organizer and declared them to the Department of Transit & Insurance of Works of Art upon their arrival at the Exhibition area.
2. Exhibitors and curators or/and artists are obliged to notify Art-Thessaloniki for any pre-existing insurance coverage of their works of art by another insurance policy (e.g. as part of a steady insurance relationship of a gallery with an insurance company).
3. As usual, work insurance charges are equal to 40% lower than the selling price, following arrangement with the insurance company.
4. Liability for insurance of exhibits during their transport to and from Art-Thessaloniki, as well as during the opening hours of the Exhibition, is borne by the Exhibitors.
5. During the Exhibition, the works must be firmly fixed on their bases or surrounded by a separating line, if this is deemed necessary and a recommendation to this effect is made during the examination performed by the insurance sponsor (e.g. compositions on the floor surface).
6. In the case of damage or loss of a work of art during the installation of the works and during the operation of the Exhibition, Exhibitors are obliged not to touch anything at the scene of the incident and they shall immediately notify the representative of the insurance company and the Insurance and Logistics Manager, so that he may proceed with the necessary actions (inspection, photography of the work and premises, preparation of report, etc.). As mentioned above, in such cases, Exhibitors are exclusively liable for any related damage or loss.
7. It is underlined that, in cases when the Organizer is liable for the works of art, i.e. when the Exhibition is not open to the public, works that are reproducible, such as photographs, DVDs, etc., compensation is only provided for the cost of their reproduction. Additionally, in regard to works that suffer damage that is repairable, only the cost of the relevant repair is covered. Furthermore, the Insurance Sponsor, 'KARAVIAS UNDERWRITING AGENCY', does not cover Exhibitors and their works for 'mysterious disappearance', but only for theft due to burglary at the premises, as is usually the case.

The Insurance Sponsor, 'KARAVIAS UNDERWRITING AGENCY', does not cover damages beyond the works insured for the Exhibition, but the General Civil Liability is covered by another insurance company. Once again, it is reminded that the insurance coverage ends on Nov. 27, 2017 at 09:00 am and that the Organizer is in no way liable for any losses or accidents of any kind during the periods of installing and taking the works of art down or during the opening hours of the Exhibition.

## **8. SECURITY OF THE PREMISES**

Exhibition premises are guarded by a security company 24/7. In any case, these guarding services cannot be regarded as a guarantee against theft, damage, etc. The Organizer does not cover the security of each pavilion separately. Exhibitors are asked to take all necessary measures for the best protection of their pavilions and they should not leave any valuable personal items exposed.

## **9. DEFINITIONS**

1. It is noted that wherever the term 'lawfully authorized representative of the Exhibitor' or 'Exhibitor's representative' is used, this refers to any natural entity has been authorized by the Exhibitor or the lawful representative of the Exhibitor, if the latter is a legal entity, by virtue of a Solemn Declaration, which bears verification of the authenticity of the signature of the person making the declaration, before they may proceed with any of the actions referred to in this Operation Regulation.