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**Gallery Application**

**September 15-18, 2022**

**Hall 6  
Shenzhen Convention & Exhibition Center**

**Instructions for Application**

**● The application for Art Shenzhen 2022 will be open on March 15, 2022, with its deadline of May 15;**

**● Applicants must be commercial galleries that have physical exhibition space and hold more than three exhibitions each year regularly. Any individual, studio or organization that is only engaged in artwork distribution does not meet the application conditions and will not be accepted.**

**I. Submission of Application Materials**

Please fill in all the contents of the application form, attach your autograph and submit it to the Organizing Committee of Art Shenzhen by email. All items submitted by applicants will not be returned. Please back-up and file them by yourself. Please note that if the necessary materials submitted are incomplete, the application may be interfered or failed, and the Organizing Committee will not accept any materials other than those in the application materials list.

**II. Application Confirmation Data**

After receiving the application, the Organizing Committee will confirm it by email. If you do not receive the confirmation letter within 10 working days after submitting the application, please contact us directly to complete the application process.

**III. Notification of Application Approval**

The Organizing Committee will review and evaluate the application materials provided by the participating galleries and have the right to require the participating units to replace the participating works and artists. The results of the review will be notified by email and exhibition contracts will be signed with galleries that have passed the review.

**VI. Guarantee of Exhibits**

1. Exhibitors must ensure the authenticity and quality of their works; they must ensure that they have full ownership of their works or enjoy the right to dispose of it; they must ensure that their exhibition, sale, reproduction, information network dissemination and publicity of works will not infringe upon the legitimate rights and interests of any third party, nor violate the provisions of relevant laws.

2. The exhibits involving general cultural relics shall be strictly in accordance with the relevant provisions of the *Law of the People's Republic of China on the Protection of Cultural Relics, Regulations of the People's Republic of China on the Implementation of the Law of the People's Republic of China on the Protection of Cultural Relics*, *Measures for the Administration of Entry and Exit Examination of Cultural Relics*, etc.

3. The exhibitors confirm that the hosts will not assume the liability for warranty against defect for the authenticity, quality and value of the exhibits. If the exhibitor violates the above guarantee and causes the buyer of the exhibits or the actual owner of the exhibits or any third party claiming the ownership or disposition rights to lodge a claim or lawsuit, resulting in any losses to the hosts, the exhibitor shall be responsible for compensating all losses of the hosts and bear all expenses arising therefrom.

**V. Payment**

After signing the formal exhibition contracts, the approved applicants must pay all the money according to the time agreed in the contract to ensure their participation rights and qualifications. For those who fail to make payment within the agreed time limit, the hosts have the right to cancel their participation qualification to be able to reassign their booth to other approved exhibitors.

I have read, understood and agreed the above instructions for application

Seal of gallery:

Signature of legal representative or authorized representative:

**Application Form**

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| --- | --- | --- |
| **Gallery name (Chinese name):** | | |
| **Gallery name (English name):** | | |
| **Country (city):** | **Tel:** | |
| **Gallery address:** | | |
| **Email:** | | |
| **Website:** | | |
| **The gallery began operation in (year/month):** | | |
| **If there is more than one gallery address, please fill in the gallery branch address(es) here:** | | |
| **Gallery owner (Director):** (Mr/Ms/Miss) | | **Mobile phone:** |
| **Gallery contact:** (Mr/Ms/Miss) | | **Mobile phone:** |
| **Email:** | | |
| **Name of registered gallery:** | | |
| **Billing address (please indicate if it is different from the gallery address):** | | |
| **Gallery introduction:** | | |
| **Represented Artists:** | | |
| **Records of exhibitions in the past two years:** | | |
| **Exhibition experience of art fair in recent three years:** | | |
| **Artists participating in Art Shenzhen 2022:** | | |
| **Exhibition plan and pictures of participating works of Art Shenzhen 2022 (no more than five pictures, and the name, size, material and time must be indicated):** | | |
| **Important dates**  Application Start Date March 15, 2022  Application Deadline May 15, 2022  Move-in Time September 14, 2022 (14: 00-24: 00) – September 15, 2022 (10:00-13:00)  VIP Preview Time 14: 00-21: 00 on September 15, 2022 (Thursday)  Public Opening Hours 10:00-19:00 on September 16-17, 2022 (Friday-Saturday)  10:00-17:00 on September 18, 2022 (Sunday)  Move-out Time 17: 00-21: 00 on September 18, 2022 (Sunday) | | |
| **Gallery booth**  Exhibition price**: RMB 2000 Yuan / ㎡**  Please select the required booth area  **□ Small ＜ 45 ㎡ □ Medium ≈ 45-75 ㎡ □ Large ＞75 ㎡** | | |
| **Booth fees will include**  ● The booth wall is white by default (booth wall: height > 3.3m, width =1m, thickness > 10cm; load-bearing of 15 kg)  ● Lights and circuits (1 spotlight for every area of 3 ㎡, 1 10A/220v power socket)  ● Design and manufacture of front panel of booth  ● 1 consultation table, 1 white round table and 2 white folding chairs  ● Exhibitor card and VIP invitation letter (5 exhibitor work cards and 5 VIP cards)  ● Exhibition catalogue/Media publicity (promotion by the official micro blog of Art Shenzhen) | | |
| **Precautions**   * The Organizing Committee of Art Shenzhen 2022 (hereinafter referred to as the Organizing Committee) will not be able to guarantee the required booth size and the exhibition location, and actual booth size and exhibition location will be adjusted according to space constraints and total application requirements. The Organizing Committee reserves the right to adjust the booth allocation at any time and has the right of final decision on booth allocation and the exhibition planning. * This form is only an application form for intended participation and it's not an unofficial participation contract. After the application is approved, the hosts will sign a formal exhibition contract with the selected galleries in June. * Please save the completed application form and other attached files as a PDF document not exceeding 12MB, and send it to committee@artshenzhen.com | | |
| I confirm that I have prepared all the application materials, read in detail and agreed to abide by the relevant regulations of Art Shenzhen 2022.  Gallery Name: Seal:  Signature of legal representative or authorized representative: Date of Signing: | | |

Remarks:

1. If the above space is not enough to fill in, please insert pages by yourself.

2. The applicant who applies for a new media work of art must provide the complete electronic version of the work or a link to the website.

**Exhibition Specifications**

**1. Application**

The hosts will review the content submitted by the applicants and reserve the right to decide the final qualification for the exhibition. Applicants should ensure the authenticity, accuracy and completeness of their materials submitted. The selected exhibition contents and participating artists shall not be changed arbitrarily without the consent of the hosts. **Please make sure that the application form is attached by a valid signature and seal to show that it is valid, otherwise it will not be accepted.** The hosts reserve the final decision of the applicant's participation qualification. If the applicant fails to comply with these specifications, the hosts have the right to cancel its participation qualification.

**2. Conditions for Participation Permit**

When an applicant submits an application attached by a signature, it shall be deemed that the applicant exhibitor as well as its employees and distributors have accepted these specifications, and these specifications shall be legally binding on both the applicant exhibitor and the hosts. At the same time, the applicant agrees that its personal or company information can be used for exhibition-related services and operations of ART Shenzhen.

**3. Prerequisites for Participation**

The hosts have the final decision on the contents of the exhibition and have no obligation to explain the reasons for the disapproval. Only artists and their works registered in the application form can be exhibited by exhibitors who have passed the review. The hosts reserve the right to remove the unelected exhibited contents.

Exhibitors are required to submit a complete list of exhibits before August 1 (if overseas artists' works are involved, a detailed list of overseas artists' works must be submitted before July 1) so as to submit it to the relevant examination institutions for preliminary examination. Relevant departments will conduct on-site examination during the Expo. Exhibitors must unconditionally remove their works that have not passed the examination.

**4. Booth Arrangement**

The hosts will arrange booths for the selected applicants and have the final decision on booth allocation and the exhibition planning. As to the booth arrangement, the hosts will mainly consider the overall planning of the exhibition venue, and have the right not to accept any booth replacement request from the exhibitors.

**5. Withdrawal Policy**

In view of the size of Art Shenzhen and the principle of participating in the exhibition, once the applicants have passed the review and sent the confirmation letter of participating in the exhibition by mail, they cannot quit due to non-force majeure; The applicants who withdrawal after receiving the confirmation letter for some reason will, in principle, seriously affect the application for the exhibition in the following year and will not be refund of any paid amount.

If the hosts are forced to postpone the exhibition due to force majeure or other insurmountable factors, the exhibitor applicants shall obey the arrangement of the hosts and shall not have the right to cancel the exhibition or claim any liability for breach of contract to the hosts; If the hosts are forced to cancel the exhibition due to force majeure or other insurmountable factors, the exhibitor applicants shall not claim any liability for breach of contract from the hosts, and the hosts will decide to refund not less than 75% of the paid amount to the exhibitor applicants according to the specific circumstances.

If an approved exhibitor fails to pay the relevant fees within the time limit for payment, the hosts have the right to cancel its participation qualification and can redistribute its booth to other approved exhibitors. Exhibitors whose participation qualification has been canceled shall not object.

**6. Laws and Regulations, Technical Regulations**

Exhibitors have the responsibility to cooperate with police control, fire control and other laws and regulations. Exhibitors should abide by all exhibition specifications at all times, especially the booth engineering design and safety principles. If there are any power supply boxes, fire extinguishers, fire hydrants and other equipment in the booth, the hosts will beautify them; It is strictly prohibited to hang any decorations, materials, paintings or pile up any blocked goods. In case of violation of regulations, the hosts have the right to dismantle them to maintain the public safety quality of the exhibition venue.

**7. Move-in and Move-out**

Exhibitors shall move in and move out strictly according to the time stipulated by the hosts. Exhibitors are not allowed to move out before the end of the exhibition. Exhibitors should pack and move out their works within the specified time. If the exhibitor fails to move out within the specified time, the hosts have the right to move out and remove the exhibitor's articles, and the exhibitor shall bear the expenses incurred by the delay.

**8. Booth Design**

Exhibitors' booths will be constructed by manufacturers designated by the hosts. The booth design must conform to the safety regulations of the exhibition venue and the overall image of the venue. The hosts have the right to prohibit design and construction that is inappropriate or does not conform to the image of the exhibition.

**9. Cleaning**

The hosts only provide cleaning of public spaces (including walkways), and exhibitors have the responsibility to ensure the cleanliness of their booths. Cleaning during the exhibition should be completed before the opening of the exhibition every day.

**10. Safety**

The hosts will provide security services for the public space of the exhibition venue; Exhibitors must bear the risk of damage to their booths; The hosts and other staff are not responsible for damage to exhibits and equipment of exhibitors; Exhibitors should insure themselves to bear any risk of damage. During the period of move-in, move-out and exhibition, the staff of the exhibitor must present the move-in and move-out permit or the exhibition permit to enter the venue.

During the period of exhibition, in order to maintain on-site safety and order, those who want to take the exhibits out of the exhibition hall should first present their exhibition permits to the hosts' service desk to issue a release pass.

**11. Insurance**

It is suggested that exhibitors should arrange insurance for the exhibits during the exhibition. The insurance should cover the handling, exhibition period and move-in, move-out period after the exhibits enter the exhibition venue. Exhibitors must bear the insurance for damage and loss of all works and equipment during the exhibition. Exhibitors must abide by the safety principle and fully insure themselves against fire, theft, robbery, damage, water disasters and damages caused during transportation.

**12. Usage of Booth**

Exhibitors are required to participate in the entire exhibition and arrange personnel to work at their booths during the exhibition. Exhibitors are not allowed to sublet the booth or share the same booth with any other exhibitor, or sublet the booth to other exhibitors (part or all). For exhibitors who violate this regulation, the hosts have the right to remove their exhibits and will not accept the application for participation in the following year.

**13. Obligations of Exhibitors**

During the exhibition period, exhibitors should abide by all exhibition specifications at all times. The exhibitors need to supervise their personnel, invited VIPs and cooperating units such as transportation companies and move-in companies to jointly comply with the regulations of Art Shenzhen; In case of any act or event that damages the hosts, the exhibitors need to bear the costs and responsibilities arising from the losses and damages caused.

**14. Translation**

If you have any objection to the English version of the terms of this application, the exhibition application form and the exhibition specifications, please use the Chinese version as the basis.

I have read, understood and agreed the above exhibition specifications.

Seal of gallery:

Legal representative or authorized representative:



Hosts: Organizing Committee Office of China (Shenzhen) International Cultural Industries Fair

Shenzhen Press Group

Organizers: Shenzhen International Cultural Industry Fair Co., Ltd.

Organizing Committee of ART Shenzhen

Shenzhen ICIF Auction Co., Ltd.

Address: 10F, Olympic Mansion, Shangbao Road, Futian District, Shenzhen

Postal Code: 518034 Fax: 86-755-83521000

Tel: 86-755-83522737, 83514706

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