



ART CHINA 2016 中国 国际文化艺术博览会
 NATIONAL AGRICULTURAL EXHIBITION CENTER-NEW
 HALL, BEIJING 北京 · 全国农业展览馆-新馆
 2016 /9/2-4

EXHIBITORS MANUAL & APPLICATIONS FOR ART CHINA 2016

This packet contains the following documents: **submit by 2016-07-01**

- exhibitor application
- catalogue application
- booth space design form
- booth signage form
- additional equipment / service request form
- miscellaneous

EXHIBITOR APPLICATION

Art China Organizing Committee warmly welcomes you to participate in Art China 2016. This enchanting art fair will be held at National Agricultural Exhibition Center in Beijing, CHINA on September 2-4, 2016. Completion of this form and successful approval by the selection committee confirms participation in ART CHINA 2016. We look forward to hearing from you.

GENERAL INFORMATION

Exhibitor Name _____ Country _____

Phone _____ Fax _____

Email _____ Website _____

Key Contact _____ Mobile _____

BOOTH RESERVATION

Preferred Booth No. _____

BOOTH SPECIFICATION

30 SQM BOOTH / 17M DISPLAY / USD \$ 11,000 15 SQM BOOTH / 11M DISPLAY / USD \$ 5,500

ARTWORK CATEGORY

Traditional Chinese Art Calligraphy Oil Painting Print Sculpture
 Photography Installation Watercolor Ceramics Others



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PAYMENT INFORMATION

Wire Transfer |
 Beneficiary: **BEIJING C. J. EXPO CO., LTD.**
 Bank: **CHINA MERCHANTS BANK**
 Branch: **BEIJING JING AN**
 Account No.: **110-9079-2871-0902**
 Swift Code: **CMBCCNBS**

The Art Council and the ART CHINA Organizing Committee will first review submitted material then send a Participation Confirmation Letter via email. Upon receipt of this Letter, Exhibitors must make FULL PAYMENT of booth fee to the designated account within 10 working days.

CATALOGUE APPLICATION

	ARTIST	TITLE	MEDIUM	SIZE (cm×cm)	YEAR
1					
2					
3					
4					
5					

IMPORTANT

- a. Please confirm that each word is written correctly and legibly.
- b. Please confirm accuracy of information provided above.
- c. Please send image in TIFF OR JPG FORMAT and the information of artworks via email to the following address: artchinainfo@gmail.com (Please zip files if necessary & DO NOT send each artwork in separate emails / Please confirm that all images are labeled correctly) Each page in the ART CHINA CATALOGUE is limited to a maximum of two images. Each image must be no less than 300 DPI Resolution for optimal results.

BOOTH SIGNAGE FORM

EXHIBITING NAME (IN ENGLISH)	
COUNTRY OF ORIGIN (GALLERY)	
BOOTH NUMBER	

NOTE: Please print clearly and accurately.



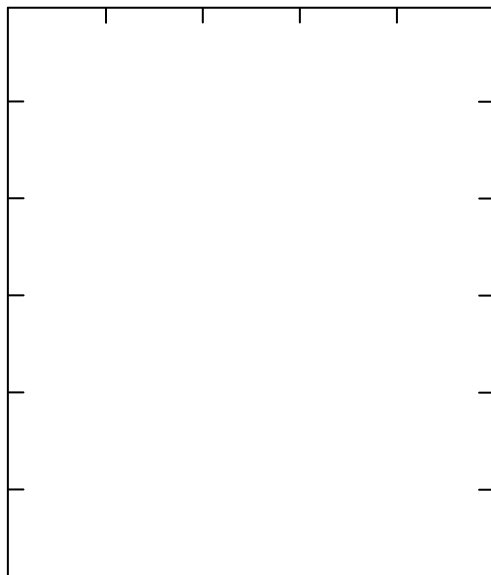
BOOTH SPACE DESIGN FORM

INSTRUCTIONS | Additional Walls: Please draw in using thick dark lines.

Light Placement: Please mark where your lights will be placed with an X.

NOTE | One spotlight for at least two panels. You are allowed to have at most ten spotlights for a 18 SQM booth.

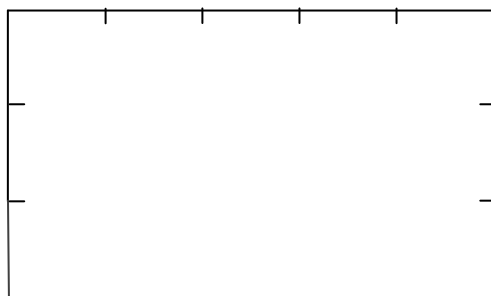
A: 30 square meters booth space



Additional Panels: _____ Additional Spot Lights: _____

Panel Color Changing: _____ Additional Charge: _____

B: 15 square meters booth space



Additional Panels: _____ Additional Spot Lights: _____

Panel Color Changing: _____ Additional Charge: _____



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ADDITIONAL EQUIPMENT & SERVICE REQUEST FORM

EQUIPMENT	PRICE <i>before</i> July 1st	PRICE <i>after</i> July 1st	QTY
Panel Color Changing	RMB30/m ²	-----	
Additional White wooden panels	RMB 500 / Each	RMB 1000	
Additional Spot Lights	RMB 100 Each	RMB 200	
Additional Chairs	RMB 100 Each	RMB 200	
Additional Desk	RMB 200 Each	RMB 300	
Additional Exhibitor Badges	-----	RMB 50	
Column	RMB70	RMB120	

KEY CONTACT SIGNATURE: _____ **DATE:** _____

By signing this document, I hereby acknowledge that I have read and agree to comply with the Terms & Conditions section of the Exhibitor Manual. In addition, I hereby verify that the information above is true and correct to the best of my knowledge and belief.



EXHIBITORS MANUAL

TABLE OF CONTENTS

- a. scope of art fair
- b. time & venue
- c. booth information
- d. exhibitor selection
- e. payment information
- f. terms & conditions

EXHIBITOR CHECKLIST

1	DOWNLOAD EXHIBITOR MANUAL	----	×
2	SUBMIT APPLICATION	<i>by 2016-07-1</i>	
3	RECEIVE APPROVAL EMAIL & INVOICE	----	
4	SUBMIT FULL PAYMENT	<i>after 10 days upon receipt of invoice</i>	
5	RECEIVE RECEIPT	----	
7	RECEIVE EXHIBITOR CONFIRMATION KIT	2016-8-10	
8	MOVE IN	2016-09-1	

BEIJING C. J. EXPO CO., LTD - ART CHINA ORGANIZING COMMITTEE

A | Room 18, 25/F, Jianda Building, No.14 Dongtucheng Road, Chaoyang District, Beijing, China
 P | +86 10 6446 5141
 W | www.art-china.cn
 E | artchinainfo@gmail.com

1. SCOPE OF ART FAIR

Exhibition | The art fair that will feature 100 + leading galleries from China and abroad showcasing artworks of a various media including, but not exclusive to water & ink, calligraphy, watercolors, paintings, engraving, sculptures, installations, design, photographs, editions, video & digital artworks, antique, furniture, jewelry, porcelain, etc..

Exhibitors | Galleries, Auction Houses, Art Institutions and SOLO Artists
 Exhibitors will be carefully chosen by ART CHINA Organizing Committee through a rigorous selection process. ART CHINA Organizing Committee reserves the right to make and release other related regulations of Art China 2016.



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2. TIME & VENUE

Time | September 2-4, 2016

DAY 1 INSTALLATION 10:00 – 17:00

DAY 2 OPEN TO PUBLIC

DAY 3 OPEN TO PUBLIC



DAY 4 OPEN TO PUBLIC / DISMANTLEMENT

Venue | National Agricultural Exhibition Center (New Hall)

No. 16 Beijing East Third Ring Road Chaoyang District, Beijing CHINA 100026

Exhibition Space | 13,000 square meters

3. BOOTH INFORMATION

PACKAGE	
<p>A</p> <p>30 SQM (6×5) display meters: 30 M</p> 	<ul style="list-style-type: none"> ▪ 17 white wooden panels [wall height: 3.6 M / wall width: 1 M] ▪ signage ▪ 4 exhibitor badges ▪ one 5A / 220 outlet ▪ artwork published in catalogue-2 pages (1-2 artworks per page) ▪ 9 long-arm spotlights ▪ 10 entrance ticket ▪ 4 catalogue ▪ furniture package: carpeted floor, one table, two chairs <p style="text-align: right;">BOOTH FEE: USD \$ 11,000 ***Additional fees apply for added equipment.</p>
<p>B</p> <p>15 SQM (3×5) display meters: 15 M</p> 	<ul style="list-style-type: none"> ▪ 11 white wooden panels ▪ signage ▪ 4 exhibitor badges ▪ one 5A/220 outlet ▪ artwork published in catalogue-2 pages (1-2 artworks per page) ▪ 5 long-arm spotlights ▪ 10 entrance tickets ▪ 2 catalogues ▪ furniture package: carpeted floor, one table, two chairs <p style="text-align: right;">BOOTH FEE: USD \$5,500 ***Additional fees apply for added equipment.</p>

NOTE | Extra fee will be applied to booths with additional wall space.

4. EXHIBITOR SELECTION

ART CHINA Organizing Committee will first review submitted material then send an Participation Confirmation Letter via email.

Upon receipt of this Letter, Exhibitors must make FULL PAYMENT of booth fee to the designated account within 10 working days.

Upon receipt of FULL PAYMENT, the Organizing Committee will send an Exhibitor Confirmation Kit that explains the details of participating in ART CHINA on August 25th.

5. PAYMENT INFORMATION

WIRE TRANSFER |

Beneficiary: BEIJING C. J. EXPO CO., LTD.

Bank: CHINA MERCHANTS BANK Branch: BEIJING JING AN

Account No.: 110-9079-2871-0902 Swift Code: CMBCCNBS Booth No: _____.

NOTE| Please verify payment details to prevent errors.



PAYMENT DEADLINE| AFTER 10 WORKING DAYS UPON RECEIPT OF INVOICE

6. BOOTH DESIGN

Any change in the booth design should be approved by the Executive Committee. The exhibitors should fill out the forms BOOTH SPACE DESIGN FORM, and pay the additional fee.

The Executive Committee will not provide any extra panel and spotlights during installation. If the exhibitors apply for other services during installation, the Executive Committee will receive the additional fee.

7. FAIR CATALOGUE

Each exhibitor will be given free pages in the Fair catalogue which will consist of exhibitors' contact info and 1 or 2 images (300dpi min) per page. Some copies of the catalogue will be given free of charge to each exhibitor.

Please submit the CATALOGUE REGISTRATION FORM and CD (CD must include TIFF formatted images that are higher than 300 dpi resolution and the details of each artwork: Name of artists, Title of work, Medium, Size (cm), and year of creation). These must be received by the Art China Organizing Committee no later than July 15th, 2016.

Any material not received by that date will be regarded as having waived the right to publish in the catalogue.

8. ARTWORKS FROM OVERSEA

As China government regulation, all artworks from oversea, including foreign countries, Hong Kong, Macau and Taiwan, should be received the approval of Ministry of Culture of the PRC first. Then, the Beijing Customs will check all the artworks from oversea according to the permit. Thus, please submit the complete artwork list (including artwork's title, artist's name, size, media, year completed, gallery introduction & information, the introduction of the artworks, if there are words in the art work, please clarify the meaning of the words) and images to the Organizing Committee (according to the attached LOE) before the deadline of July 15, 2016 so that we can apply for the approval on due time. It is OK for less than the number of the artworks listed, but changes or beyond the list are forbidden.

As government regulation, the international fair should appoint an official freight forwarder to be in charge of Customs declare, clearance and return for artworks from overseas. The exhibitors may choose any company to transport artworks according to the fair schedule, but please contact the designated company in advance for issues related to China Customs.

Any exhibitor from overseas who failed to submit the complete artwork list and images by the deadline would be disqualified by the Executive Committee. The exhibitor guarantees that all information in the list submitted to Executive Committee is accurate and complete. For any troubles during the censorship or Customs Clearance because of the exhibitor's mistake, the exhibitors should take full responsibility.

9. INTELLECTUAL PROPERTY RIGHTS

EXHIBITORS guarantee that all graphic and text material submitted to the Organizing Committee shall not be in any violation of any third party's intellectual property rights. Exhibitors are liable to indemnify the Executive Committee for any and all loss or damage suffered or incurred by any copyright or other intellectual property violation.

10. ART FAIR MARKETING

EXHIBITOR agrees to allow ORGANIZING COMMITTEE to use submitted artworks to be published on websites, post cards, and other channels of advertising with the appropriate credit provided to publicize the art fair.



11. SECURITY

From installation to dismantling, the Organizing Committee will provide 24-hr professional security. However, exhibitors are responsible for the security of all works carried to the event. All exhibitors must strictly adhere to public security and fire safety provisions. If the exhibitor's own negligence leads to breach in public security and fire safety requirements, or cause any loss to the Organizing Committee or the third party, the exhibitor is responsible for full compensation. During exhibition, exhibitors may bring additional items into the storage area but must inform the Organizing Committee in advance. Removing items from the exhibition floor is strictly prohibited until the end of the show. Removing items from the exhibition floor is strictly prohibited until the end of the show.

12. INSURANCE

EXHIBITORS must obtain insurance for art collection and its staff on its own. The ORGANIZING COMMITTEE is not responsible for direct or accidental damage or losses including those caused by lighting and air conditioner failure.

13. FORCE MAJEURE

In the event of non-human factors or accidents beyond the control of the ORGANIZING COMMITTEE, including, but not limited to, earthquakes, fire, flood, riots, wars, strikes, epidemic, economic, political unrest and other force majeure events, the ORGANIZING COMMITTEE reserves the right to cancel, postpone, or shorten the event. In this case, the EXHIBITORS' payments will not be refunded and loss claims against ORGANIZING COMMITTEE will be prohibited.

14. LEGAL EFFECT

These regulations constitute the entire and final agreement between the ORGANIZING COMMITTEE and exhibitors and shall be governed by the laws of the People's Republic of China. In the event of a legal dispute, both parties agree to submit to the China International Trade Arbitration Commission for settlement.