

## ARTE PONTE GALLERY: offering a bridge between artists and the artworld



## Guidelines

1. **Read this document.**

Cost for participation see the last page.

2. **Payment terms in EURO:**

**€ 500 .- non-refundable deposit payable upon acceptance. Is later deducted from the final invoice.**

**Balance payment options will be provide in the invoice.**

We maintain high standards for our international, demanding collectors who visit Basel during the ART BASEL week every year.

**Only accepted proposals will be asked to sign the contract and issue payment.**

# ART FAIR AGREEMENT

AGREEMENT between: ARTE PONTE gallery . ("Facilitator"), the daughter gallery of JanKossen Contemporary, located 529W 20<sup>th</sup> street, NY New York, USA and San Marco 3877, VE 30124 Venice Italy. and

\_\_\_\_\_ ("Artist")

Address : \_\_\_\_\_

Telephone/ E-mail: \_\_\_\_\_

**1. AGENCY PURPOSES:** The Artist appoints ArtePonte, as a Facilitator for the presentation and selling of artwork created by the Artist for the purposes of exhibition, promotion and sales **at SCOPE BASEL 2018** 13-17th June 2018.

## SHOW INFORMATION

please visit <https://scope-art.com> for updates on dates and times. Information will be updated on our website [www.arteponte.com](http://www.arteponte.com) once officially available and announced by the fair organisers.

**2. OWNERSHIP:** All Artworks shall remain the sole property of the Artist until sold to the Buyer. After purchase, the Buyer has full ownership of the Artwork. The Artist reserves all rights to the reproduction of his/her artwork.

**3. LIABILITY:** The Artist is liable for their Artwork, and should have their own insurance if so desired. During the Art Fair operation hours, the Facilitator shall have staff on site, to ensure the safe keeping of the Artworks. The Artist is responsible to provide any information to the Facilitator, in case of potential damage (due to install or positioning) to the Artwork during the Fair. Upon receipt of artworks, The Facilitator shall check for any damage and the Artist is informed in advance.

## 4. PRICING / COMMISSIONS / PAYMENTS:

a) All sales are conducted under the ARTIST name. *No commission is payable* to The Facilitator ARTEPONTE, because no artwork is consigned to the Facilitator. Arte Ponte serves only as a facilitator for the sale on behalf of the Artist. Arte Ponte shall provide advice if needed, to help finalise sales on behalf of the Artist.

b) The Facilitator shall provide on site staff to facilitate sales between Buyers and the Artist at the price provided by the Artist. All payments are paid directly to the Artist by the Buyer. Artist bank details are given to the Facilitator via a template which includes Payment terms to potential buyers.

c) The Artist is responsible for the handover of the artwork to the client, after receipt of payment.

**6. Package included:** The Facilitator shall be responsible for the following:

- a. **EXHIBITION:** Providing wall space for the exhibition for ready to hang artwork;
- b. **ADEQUATE LIGHTING**
- c. **STAFF ON SITE:** sales personnel who negotiate on behalf of the artist, and collect contacts

JanKossen Contemporary 529 W. 20th Street, 7th Floor, New York, New York 10011 - 631.903.5564

Gallery Hours: Tues-Friday 10:30am-6:30pm, Saturday 11:00am-6:00pm

[www.JanKossen.com](http://www.JanKossen.com) | [info@jankossen.com](mailto:info@jankossen.com)

- d. **HANDLING:** Receiving shipment of artworks, unpacking, installation, un-install and repacking for shipment if required;
- e. **Print Promotion:** Design, layout, print of A6 sized cards about the artist, for distribution during the show.
- f. **PUBLIC RELATIONS:** Distribution of information about the exhibition to the Facilitator’s list of collectors, art critics, curators.
- g. **On Site Storage** for max. 2 additional artworks, dependent of size.

\*artworks that are complex to install will require the artist to be on site.

7. **NOT included:** The ARTIST shall be responsible for the following:

- a. **DELIVERY AND PICK UP OF THE ARTWORK:** Packaging, shipping and delivery of artworks to and from the show booth is the full responsibility of the Artist. The Artist shall deliver their work to the fair via their chosen shipper, or themselves as hand-carried items. **For a quote for international shipping and storage prior the show, please contact us.**
- b. **Storage of crates and empties –** SCOPE provides a service to collect any empty crates during installation at **USD 50 per crate, payable cash to ArtePonte.** These are brought back to the booth, after the show closes (no guarantee what time that would be). If you wish to have your artwork straight after the end of the fair, please have your packing materials with you, or have your shipper take the empty crate with them and return for packing upon last day of uninstall.
- c. **LIVE storage of additional artworks –** included in your package is limited storage on site, for an additional artwork, which we will install after the other is sold, or if you wish to change. However, if you wish to have more artworks available, you can book with SCOPE live storage. Again fees apply which you pay directly to the organisers.

**7. ARTIST'S CONTRIBUTION:** The Artist shall contribute the total amount of

- 1m wide wall : € 3,200 EURO
- 1.5 wide wall: € 4,500.- EURO
- 2m wide wall: € 5,800.- EURO
- 2.5m wide wall: € 6,500.- EURO
- 3m wide wall € 7,800.- EURO

Agreed to by for Facilitator ARTEPONTE gallery, Dr. Jasmin Kossenjans

Principal Owner JanKossen Contemporary Ltd

Artist Signature \_\_\_\_\_ Date/Place \_\_\_\_\_