

# Application form

18 - 27 APRIL 2012 / [www.artbrussels.be](http://www.artbrussels.be)

Deadline: 1 February 2012 – To be returned to: [applications@artbrussels.be](mailto:applications@artbrussels.be)

## Exhibition “Video in the City”

### GALLERY

Gallery name: \_\_\_\_\_

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

\_\_\_\_\_ Nr : \_\_\_\_\_ PB : \_\_\_\_\_ Postcode : \_\_\_\_\_

Town / City: \_\_\_\_\_

Country: \_\_\_\_\_

Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax.: \_\_\_\_\_

Gallery Director: \_\_\_\_\_

Gallery contact (for video project): \_\_\_\_\_

\_\_\_\_\_

### FINANCIAL CONDITIONS

The exhibition space, basic sound & diffusion systems are provided to galleries free of charge (unless for using a cinema room). All other costs related to the presentation of the work are at the charge of the gallery (see Article 4 of the Exhibition Regulations).

### PROJECT DESCRIPTION

Artist's Name \_\_\_\_\_

Title of the work.: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Native country: \_\_\_\_\_

Date of creation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Names of other artists involved: \_\_\_\_\_

\_\_\_\_\_

Autors' rights: \_\_\_\_\_

Price of the work: \_\_\_\_\_ , \_\_\_\_ EUR

To be returned duly and fully completed and signed:

#### ARTEXIS EXHIBITIONS NV

Rue St. Lambert 135  
BE-1200 Bruxelles  
[artbrussels@artexis.com](mailto:artbrussels@artexis.com)  
Fax : +32 (0)2 740 10 25

#### Exhibition Director

Karen Renders : +32 (0)2 740 10 21  
[karen.renders@artexis.com](mailto:karen.renders@artexis.com)

#### Exhibition Coordinator

Nele Verhaeren : +32 (0)2 740 10 21  
[nele.verhaeren@artexis.com](mailto:nele.verhaeren@artexis.com)

#### Events & VIP Coordinator

Martine de Limburg : +32 (0)2 740 10 26  
[martine.delimburg@artexis.com](mailto:martine.delimburg@artexis.com)

#### Exhibition Support

Lise Vercheval : +32 (0)2 740 10 36  
[lise.vercheval@artexis.com](mailto:lise.vercheval@artexis.com)

#### Customer & Technical Support

+32(0)2 740 10 54

#### Communications

+32(0)2 740 10 43

For the organiser

DATE : .....

N° GSM : .....

N° DOC : .....

N° STAND : .....

S.E.	DATE	E.C.	

G.E.M.	DATE	C.S.	DATE

ACC  WL  REF

Comments/MG :

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**CONDITIONS OF THE PRESENTATION**

Attention: All video proposals should be converted to DVD (SECAM PAL-EUROPEAN SYSTEM)

Lenght of the video: Hours     Minutes     Seconds

Diffusion:  ON HD TV (free of charge)  ON WHITE SCREEN (free of charge)  Cinema room (500 €/room)

Sound:  YES  NO (Please note that the sound quality of the headphone provided for HD TV diffusion is more powerful)

Special conditions of presentation:

Previous presentations (if applicable - year, venue, context):

**DOCUMENTS TO BE RETURNED (2MB/e-mail)**

- The application form, completed and signed (by email)
- Visual of the proposal (format - copy on DVD Secam Pal - European system)
- Visual documentation (format : JPG - 300dpi) : photographs, drawings, plans, photographic documentation of related works (If applicable)
- Artist's biography
- List of other videos created by the artist (dates)
- Detailed technical information

**CAPTIONS FOR PUBLICATION:**

Artist's name:

Director's name (If different):

Title (work):

Date:  /  /  Length of video:     Edition:

Courtesy:

Production house:

Awards:

Brief Description (in English):

## PLEASE COMPLETE

I, the undersigned \_\_\_\_\_  
declare that I am in possession of a copy of the Exhibition Regulations relating to the Art brussels 2012 "Video in the City" project, that I am familiar with the terms of the aforementioned document to which I adhere unconditionally and without reserve.

I, the undersigned, declare that I abandon any recourse against the organisator which administers the space in which the operation will take place, against the fair organiser, other exhibitors and any or all representatives of the aforementioned parties.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_

Function: \_\_\_\_\_

Signature: \_\_\_\_\_

Kindly sign initials on each page.

## EXHIBITION REGULATIONS "VIDEO IN THE CITY"

### ORGANISATION

#### ARTICLE 1 - DESCRIPTION OF THE PROJECT

On the occasion of Art Brussels 2012, Artexis Exhibitions sa, hereafter called "the organiser", organises in collaboration with "GALERIES SA" an exhibition of videos in the centre of Brussels namely under Galeries Royales Saint-Hubert, in the vaulted caves (Galeries, 5 Galerie du Roi, 1000 Brussels) hereafter called "Video in the City". The exhibition will be constituted of videos presented only by galleries participating in Art Brussels 2012. The galleries receive an application form in order to give them the opportunity to present 1 artwork to the selection committee with the following members : Lieve Declerck (Collector), Muriel Andrin (Dr. Prof. Master en Arts du Spectacle ULB), Rolf Quaghebeur (General dir. ARGOS). The selected videos will be presented from Wednesday 18 April to Wednesday 27 April 2012, from 2pm till 10:30pm. The preview is on Tuesday 17 April at 6pm.

#### ARTICLE 2 - SELECTION

Galleries wishing to participate in this exhibition need to return the application form together with the required documentation and a copy of the DVD (containing the art work) before February 1, 2012. The received application forms will be presented to the members of Selection Committee. The received applications will be presented to the members of Selection Committee and selected selected by application of article 4.1 of the General Regulations of the fair.

#### ARTICLE 3 - ALLOCATION OF SPACE

Upon acceptance of the project, the gallery will receive additional technical information about the cinematographic conditions of presentation. The organiser cannot be held responsible if a difference arises between the dimensions indicated on the plan or in the description and the actual condition of presentation.

#### ARTICLE 4 - INSTALLATION AND REMOVAL

##### TECHNICAL FILE

The galleries undertake to respect unreservedly the technical file of the exhibition. The technical regulations include:

- The arrival of the video together with the proposal; the video is a copy converted to dvd Secam Pal (European system)
- To deal with authors rights: SABAM (for broadcasting sound)
- To provide the organizer with detailed safety and other instructions for presentation.

"GALERIES" provide the exhibition space (unless for the

cinema rooms) and basic sound and diffusion systems (TV HD with headphone or projections on white screen).

The participating gallery will bear all costs linked to its participation, such as special installation costs (if applicable), transport (if applicable), transport, insurance, hire or purchase of materials, as well as all the expenses of the artists.

During the opening hours of the exhibition "Video in the City", "GALERIES" will provide constantly surveillance of the exhibited videos. "Galeries" will install the dvd players in loup. If this implies more than a simple projection, it is specifically pointed out that for setting up and taking down any extra features of exhibition, the full and entire responsibility for these operations is being incumbent upon the gallery.

The gallery undertakes to respect the time periods and conditions for setting up and removing the art work (if applicable). The organiser will provide the gallery these time schedules and conditions in the technical file. After the exhibition, the organiser will destroy the copies of the videos, which have been sent for the exhibition "Video in the City".

The non-respect by a gallery of the deadline or terms of occupying the exhibition spaces authorises the organiser to claim payment of penalties and damages.

As regards the particular point of dismantling the installation, removing it, and returning the space to its original condition, the organiser can proceed with operations which were not carried out by the gallery within the fixed time period, at cost and risk to the gallery.

The galleries accept the exhibition spaces in the state in which they find them and must leave them as found. A report of the condition of the space before and after must be countersigned by the gallery and the organiser. In the event of a

dispute between them, a bailiff will be called upon, at the exclusive cost of the gallery.

The galleries need to conform to the instructions of the organise. A detailed planning will be provided.

### COMMUNICATION CAMPAIGN

#### ARTICLE 5 - COMMUNICATION

The organiser and "GALERIES" will communicate the event "Video in the City" to the greater public and to the visitors of the fair with following communication tools.

- The brochure of the fair distributed in the whole of Europe (# 35.000)
- The fair guide (floor plan of the fair) (# 18.000)
- The catalogue (# 3000)
- The Art Brussels website and application

### LIABILITY

#### ARTICLE 6 - RESPONSIBILITY OF THE ORGANISER

The exhibition is carried out under the full and entire

responsibility of the gallery.

The "GALERIES":

1. offers the space to the gallery free of charge 'except for the cinema room) and
2. installs the dvd players in loup

The civil liability of the organiser cannot be engaged in the frame of these 2 operations.

### INTELLECTUAL PROPERTY

#### ARTICLE 7 - ASSIGNMENT OF RIGHTS / GUARANTEE

The gallery guarantees the organiser and the "GALERIES" that it has obtained the intellectual property rights for the works that it is proposing to exhibit,

all the rights and/or authorisations necessary for their presentation in the exhibition described in article 1. The organiser and the "GALERIES" accept no responsibility in this domain.

The gallery authorises:

- the organiser to use images and represent, without charge, these works in the fair's promotional tools (Website, fair catalogue, floor plan, promotional video, etc.) as more generally in any medium intended for promoting the fair (photographs of the fair appearing in the press or on the Internet, television broadcasts made at/during the the exhibition "Video in the City", etc.)

- the organisers to reproduce and represent, without charge, these works in any medium intended for promoting the exhibition.

The gallery assures the organiser:

- that it has obtained from those holding the intellectual property rights on these works, all the rights and/or authorisations necessary for the aforementioned uses.

- that it has paid the copyright collecting agencies the fees corresponding to the uses made by the organiser of the work presented within the scope hereof.

This authorisation is granted for 1 year.

### MISCELLANEOUS

#### ARTICLE 8 - SAFETY

The gallery is required to respect the safety measures imposed by the administrative or judiciary authorities, as well as the safety measures possibly taken by the organiser. The organiser reserves the right to verify that these measures are being respected.

#### ARTICLE 9 - APPLICATIONS OF THE FAIR GENERAL REGULATIONS

Furthermore, the relations between the galleries and the organiser are regulated by general regulations of the fair which have been accepted by all galleries participating in the fair.