



The 9th Shanghai Art Fair 2005 (Hall 2 , 3) Application Instructions

1. General Provisions

Shanghai Art Fair is an influential event aiming at promoting the cultural communication between China and foreign countries and prospering China's art market as well. In order to successfully organize the 9th Shanghai Art Fair 2005, Shanghai Art Fair Organization Committee (hereinafter referred to the Committee), as the standing authority, has the right to issue and carry out the Application Instructions and possesses the supreme power in modifying and interpreting the documentations. All the applicants and participators (hereinafter referred to the exhibitors) shall fully observe this Application Instructions without any exception.

2. Schedule

Duration: Wednesday Nov. 16, to Sunday Nov. 20, 2005

Opening Hours: Daily from 10:00 to 18:00

Installation Date & Time: Tuesday Nov. 15, 9:00 ~ 16:00

Uninstall Date & Time: Sunday Nov. 20, 18:30 ~ 23:30

3. Venue

ShanghaiMart

99, Xingyi Road, Shanghai, China

4. Application Deadline

July 31, 2005

5. Potential Participators, Categories of Artworks

1) Hall 2 (3F) potential exhibitors: foreign and domestic art studio and galleries; categories artworks ranges of paintings, sculptures, video, photography, installation view, etc.

2) Hall 3 (1F) potential exhibitors: foreign and domestic companies and individuals focusing on decoration artworks; categories artworks ranges of folk crafts, fine art wares, house ornaments, sculptures, decoration paintings, printing materials, art books, etc.

6. Exhibitors Qualification Verification

The Committee is the sole and final judge on the admission of exhibitors to participate in the event, regarding improving the level of the fair.

Exhibitors must guarantee the accuracy and objectivity of the provided information for application. The Committee has the right to revoke an already granted admission should it transpired that the terms of Application Instructions are not fulfilled or false information are delivered. In the case, further, the paid

fee will not returned to the exhibitor.

Exhibitors should submit detailed participation plans as the Committee requests. The Committee has the right to forbid any exhibit that fails to meet the requirements and the exhibitor is liable for the relevant costs incurred.

The exhibitor should be responsible for the loss of being revoked resulting from violating the Application Instructions.

After being verified, the exhibitors will receive the Participation Notification issued by the Committee.

7. Exhibition Halls, Facilities

- 1) Hall 2 is located in the east 3rd floor of ShanghaiMART with a height of 3.8m and 4 elevators for visitors' use, covering 2500 sqm and establishing with 97 booths of 9 sqm. Please find details in the Sketch Map of Hall 2. Totally 4 lifts for exhibits transportation use are set in the venue. The size of the lifts is: height 2.5m x depth 3.35m x width 2.35m, bearing 5000kg. The size of the lift's door is 1.8m x 2.4m.
- 2) Hall 3 is located in the west first floor of ShanghaiMART with a height of 8m, covering 2500 sqm and establishing with 96 booths of 9 sqm, 7 booths of 12 sqm and 1 booth of 15 sqm. Please find details in the Sketch Map of Hall 3.
- 3) The east of 1F which covers 2500 sqm is the area for designated exhibition.

The basic facilities of Hall 2 and 3 include: 9 sqm (3x3) booth, 4 spotlights, 1 table and 2 chairs; 12 sqm (3x4) booth, 5 spotlights, 1 table and 4 chairs; 15 sqm (3x5) booth, 6 spotlights, 1 table and 4 chairs.

The Committee's offices and the dining area lie in the western hall on the 3rd floor.

A Business Center is set up in the exhibition hall, providing various kinds of services such as telephone, fax, typewriting, shipment consigning, etc. Exhibitors can also rent telephone lines or Internet connection in the booth.

8. Allocation of Booth Area and Location

Exhibitors shall reserve booth(s) when submitting the application. The Committee, making every effort to meet justified positioning, will allocate booth area and location mainly on the basis of exhibitors' reservation and the overall arrangement of the exhibition Hall. Exhibitors should understand and support the different allocation from the former reservation they have made. The booth rearrangement will timely be communicated to exhibitors.

Any objection to the booth allocation must be submitted to the Committee in written form and giving reasons within 7 days since getting the notice. If exhibitors accept the allocation, they shall confirm with the Committee also within 7 days and then prepay the deposit according to the Point 13 of Application Instructions.

In the case that no objection is submitted, or no confirmation of accepting is delivered, or the deposit is prepaid, the booth allocation will be considered to have been accepted.

In any condition, even exhibitors have prepaid the deposit; the booth allocation is ultimately decided by

the Committee.

9. Booth Operation

Once the entire booth rental is paid, exhibitors are entitled to operate the booth. Without the Committee's authority in written form, no exhibitor is allowed to lend the booth entirely or partially, upon or without consideration to others. Illegally occupying the passages and any shared area are strictly forbidden. Artworks and products that are not submitted in the application cannot be shown or advertised in the booth. Otherwise, the exhibitor may be legally responsible for breaking the contract, and the Committee has the right to cancel the exhibitor's participation qualification and the exhibitor should be liable for the full booth rental.

10. Standard and Price of the Booth

Hall 2 (3F) Art Studio:	USD 1,000 for each 9 sqm booth
Hall 3 (1F) Decoration Artworks:	USD 1,000 for each 9 sqm booth
	USD 1,335 for each 12 sqm booth
	USD 1,670 for each 15 sqm booth

11. Terms of Payment

After the exhibitor's participation qualification and booth allocation are confirmed, a deposit of 30% of the total booth rental is required to be prepaid within 7 days since the exhibitor receives the Confirmation of Participation Qualification issued by the Committee.

In the situation that the Committee allocates a different booth location due to the overall layout effect of exhibition area after the exhibitor have prepaid the deposit—if after the coordination the committee and the exhibitor still cannot reach an agreement in booth rearrangement, the paid deposit will not be returned to the exhibitor, and the exhibitor's participation qualification is revoked simultaneously; if the rearrangement of booth is accepted, the exhibitor should pay for the rental before the deadline notified by the Committee. Any differential amount for the rental of the booth resulting from the change will be charge from or return to the exhibitor.

All the exhibitors should pay the rest part of the booth rental within 10 days since they receive the official Participation Notification issued by the Committee.

Any exhibitor who has not paid in full by the deadline will be regarded as withdrawing the participation. In this case, the Committee may lend the booth to others and retain the paid amount. If the exhibitor would not be able to come to participate due to some individual reasons, the paid rental will not be returned to the exhibitor.

Shanghai Art Fair Organization Committee's bank account information is as below:

Beneficiary: Shanghai Art Fair Organization Committee

Bank: Construction Bank of China, Shanghai Branch, Panyu Road Sub-branch

Account No.: 05567200020002113

12. Catalogue Publication

The Committee will publish 16K bilingual Catalogue collecting artwork images and relevant information of exhibitors in Hall 2 and 3.

Every page in the Catalogue can publish 2 artwork images. The Committee will provide page(s) freely to exhibitors according to the booth coverage: every 9 sqm can publish 1 artwork image in the Catalogue. If exhibitors apply for extra page to publish their artworks in the Catalogue at their own expense, the Committee will charge USD 125 for each added page.

The Committee will send Catalogue Publication Requirements and Artworks Registration Form to confirmed applicants. Deadline for submitting Catalogue relevant materials is August 31, 2005. Exhibitor who fails to provide materials for publishing before the deadline will be regarded as giving up the opportunity of being collected in the Catalogue voluntarily.

Provided positive films, photos or written materials that cannot meet the publishing requirements will never be used and the exhibitor shall be liable for it.

The Committee will present 1 Catalogue to every 9 sqm booth owner.

13. Insurance

The Committee has insured the 9th Shanghai Art Fair. Requested by the Committee, all exhibitors must obtain insurance coverage for exhibits on display, and must provide the Committee with copy of the insurance certificate. Otherwise, the Committee will not take any responsibility in case of direct or indirect loss that the exhibitor suffers during the Fair.

14. Transportation and Customs Declaration

EAS International Transportation Ltd., Shanghai Branch, is appointed as the transportation and sole clearance agent for Shanghai Art Fair 2005. EAS has set up branches in many countries all over the world. Exhibitors can contact EAS directly to arrange for transportation, import/export Customs Declaration and Formalities. EAS will provide exhibitors with detailed information, including shipping rates, overseas agents contacts, etc. The exhibitors should pay the incurred fee directly to EAS.

Exhibitors can also operate transportation by themselves, however, all exhibitors have to submit a complete Exhibits List to EAS International Transportation Ltd., Shanghai Branch in advance for Customs Declaration. Since EAS is the sole clearance agent for Shanghai Art Fair authorized by the Customs, when exhibits arrive at the Shanghai port, EAS will be in charge of the declaration procedures according to the China Customs Regulations. After going through the procedures, the exhibits will be transported to the venue by EAS.

If choosing EAS to be transportation agent, please directly contact EAS International Transportation Ltd. regarding the transportation and service expenses. EAS will provide a quotation according to the submitted Exhibits List. The exhibits will timely be transported to the booth for installation by EAS. Inside the venue, EAS will have professional staffs to help exhibitors open the package and position those big sculptures.

In order to smoothly complete the Customs Declaration, exhibitors are required to pay attention to the following details:

- a) In order to transport exhibits safely and punctually, we suggest exhibitors use direct flights or FCL method.
- b) The documents, such as Exhibits List, Original B/L or AWB, Packing List (for each crate or box), Invoice and so on, must be delivered to EAS at the appointed time.
- c) According to the rules of the China Customs, all exhibits should be placed in the appointed district and exhibitors must not take the exhibits out without permitting. Upon arrival at venue China Customs officials will inspect all exhibits in accordance with the submitted Exhibits List. The exhibitors must be present at the time of inspection. All exhibits must be returned back overseas after the exhibition close except those that have been sold. China Customs will verify and inspect the number and value again according to the submitted Exhibits List.
- d) If the exhibits are sold during the exhibition, the Customs will levy on them according to the value filled on the Exhibits List (32% each piece for original painting's total duty, 34% each piece for copy painting's total duty, 32% each piece for sculpture's total duty).
- e) At the fair site China Customs will set up an office where duties and VAT can be paid. The Customs duty and VAT involved are to be paid by the exhibitor. Upon payment of the duties and VAT at the on-site Customs Office, exhibitors will receive a copy of the Duty Paid Certificate of the Shanghai Art Fair 2005 and a Leaving Pass which will entitle the purchaser to leave the building with the purchase.
- f) Special regulations of Customs specify that all exhibits, except from Hong Kong to Shanghai, must be provided with the original document of the Declaration of Non-Coniferous Wood Packing Material or Fumigations Certificate in accompany with Original B/L or AWB if their packing is wood. If the exhibitors cannot provide EAS with relevant documents, which causes the Customs Declaration procedures falling through, EAS will not be liable for it.

If you have any further questions concerning transportation and declaration or you want to get more information, please contact EAS International Transportation Ltd., Shanghai Branch.

EAS International Transportation Ltd., Shanghai Branch

Address: No.58, Huqingping Gong Lu, Shanghai, China

Postal code: 201105

Tel: +86 21 62689090*275 / 271

Fax: +86 21 62684281

Attn: Ms. Zhai Wei, Mr. Din Qian

Email: artfair@eas.com.cn

15. Security

From the installation day to uninstall day, guardians will be on patrol 24 hours a day in the venue. In order to guarantee the security, guardians are entitled to refuse anyone to take the exhibits out of the venue without the Leaving Card.

16. Services

Through various media and Internet resources, the Committee will introduce exhibits and exhibitors' information to art collectors, art critics in order to boom the influence.

The exhibitors recruiting process is going on at the same time with the investment inviting. Vernissage will be held in the evening before the opening ceremony of the fair, while art collectors, artists and art critics are invited to attend. And the opening ceremony is limited to the investors.

The Committee preferentially offers various services as interpreters, accommodation, ordering return journey tickets, tools, custom-made frames and base, stationery and so on.

The Committee will deliver the Services Manual to exhibitors.

17. Legal Effect

Once submitting the Application Form, the exhibitor shall be regarded as absolutely accepting the Application Instructions, which are legally binding on the both parties of exhibitors and the Committee. Should the wording of the Application Instructions give rise to differences of opinion in their translation, the Chinese language version shall be binding.

All the legal affairs during the execution of Application Instructions shall be governed by the current Laws of People's Republic of China. Any dispute shall be brought to People's Court of Chang Ning District in Shanghai.

18. Force Majeure

In the event of compelling reasons or in the case of force majeure including earthquake, catastrophic weather, war, strike, turbulence and epidemic etc, the Committee is entitled to postpone, extend, and shorten the exhibition period. The Committee is not liable for incurred costs besides the booth rental.

19. Participation Certification

The Committee will issue a Participation Certification of Shanghai Art Fair 2005 to each exhibitor.

20. Artworks Sale

The exhibitor should fix the price of artwork, and should issue the invoice and pay the tax after the deal according to the P.R.C and local laws and regulations. The Committee does not charge any extra fees.

21. Application Requirement

According to the booth layout, the exhibitor should provide the following materials for qualification evaluation and booth allocation when making an application:

Completely filled Application Form in clear handwriting (Appendix 1 & 2). Applicants of Hall 2 (3F) is required to fill the Appendix 1 while applicants of Hall 3 (1F) should fill the Appendix 2.

22. Intellectual Property

Exhibitors should guarantee all the exhibits on display or for sale and the provided character and graphic documents never commit any violation of the third party's intellectual property. If the Committee and

its higher authority suffer any loss caused by exhibitor's violation acts, the Committee and its higher authority have the right to request the exhibitor to take charge of the related compensation, litigation cost and attorney fees incurred.

23. Contacts

Authority: Shanghai Art Fair Organization Committee

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Shanghai Art Fair Organization Committee

February 2005