



REGISTRATION FORM  
13<sup>TH</sup> EDITION

# FIG BILBAO

PRINT FESTIVAL | 28.11-1.12 . 2024



## PAPER ARTE ETA GRABATUAREN NAZIOARTEKO JAIALDIA

## FESTIVAL INTERNACIONAL DE GRABADO Y ARTE SOBRE PAPEL

## INTERNATIONAL PRINTMAKING AND ART ON PAPER FESTIVAL

FIG Bilbao, Printmaking and Art On Paper International Fair, will hold its thirteenth edition at Euskalduna Conference Hall in Bilbao; a space located in the heart of the city. The Fair will take place between 28th November to December and there will be a full program of activities related to the Art on Paper.

Palacio Euskalduna, over 5000 m<sup>2</sup>, is located next to Bilbao Guggenheim Museum, near the Fine Arts Museum and close to Iberdrola Tower and Aretoa Bizkaia, Basque University auditorium.. Euskalduna's diaphanous inside space and its good communications become the Fair in an attractive appointment for the visitor.

FIG Bilbao keeps its own personality. Its exclusive focus on the Art on Paper provides a unique character in Spain and Europe. The annual meeting joints about sixty national and international galleries dedicated to contemporary and all times printmaking works.

During that week in November, Bilbao turns into the center of Art on Paper, thanks to a complet program of activities during the Fair: forums, meetings, exhibitions, guided tours, children workshops ... without forgetting collaborations among institutions and cultural agents.

# DOCUMENTS TO BE FILLED

In order to take part in FIG Bilbao 2024 any request to be valued must submit the three documents described below:

- **Project FIG Bilbao 2024**
- **Stand request.** It is important to read all points carefully, both with regard to data from the gallery as the conditions for participation and payments.
- **Proof of payment of 200€.** This amount will be deducted from the total amount once the gallery has been accepted.

## MODULAR STANDS AND FEES

### SELECTION COMMITTEE

It will be responsible for evaluating projects submitted. Works quality, exhibitions' program and participation in national and international fairs are taken into account.

### MODULAR STANDS AND FEES: / PROGRAMA GENERAL

Stands from 12m<sup>2</sup>; 1€ per meter.  
Other sizes upon request.

### MODALIDADES DE STAND:

#### A TYPE Stand/ 18m<sup>2</sup> + front wall

2.460 € + 250 € (exhibition services) + 10% VAT

#### B TYPE Stand/ 18m<sup>2</sup>

2.460 € + 250 € (exhibition services) + 10% VAT

#### C TYPE. Stand 12m<sup>2</sup> + front wall

1.740€ + 180 € (exhibition services) + 10% VAT

#### D TYPE Stand/12m<sup>2</sup>

1.500 € + 150 € (exhibition services) + 10% VAT

Rear wall. Check price according to needs

#### Exhibitors Services include:

Insurance Liability (covers up to 60,000 €), Multifair Insurance (covers up to 30,000 €), Wifi, Catalog, Promotion, Web, leaflet map...), VIP invitations, general store access, preferential seat in professional forums during the Fair (on reservation).

### SPACE RESERVATION REQUEST:

200€. Amount to deduct from the final amount provides it is accepted the request.

### STANDS

- Modular stands will be delivered illuminated and labeled with a banner.
- Walls are painted chipboard; It is allowed to nail and screw into them.
- Electrical installation: Electrical panel for a power of 100 w/m<sup>2</sup> with a socket.
- Lighting: halogen spotlights 300 w on 1m bar.
- Painting: all walls will be finished with matte white plastic paint. It is allowed to change the color of the walls, with the express permission of the Festival management, prior acceptance of budget.

### EXTRAS

Each additional square metre 1€

Walls color change 15 € m<sup>2</sup>

Warehouse in Stand. Please,consult.

300W halogen spotlight. 40 €

Single-phase plug 500W. 20 €

Chair 40 €

Rectangular table 70 €

Counter with key 90 €

Showcases 100 €

Auditorium rental 150€

### Notice:

All material is rented. Payment; 100% in advance before the assembly date at the fairgrounds. Date for requests: before 15th October 2024

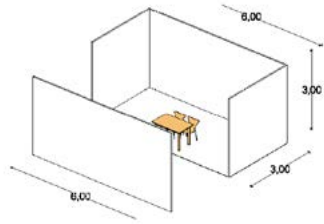
# GENERAL PROGRAM

THE GENERAL PROGRAM IS DESIGNED TO ART GALLERIES, AND  
GRAPHIC ART ON PAPER WORK EDITORS

## TYPE A

18m<sup>2</sup>+ 6m.  
linear meters front  
wall

3x6x3m. + 6x3m



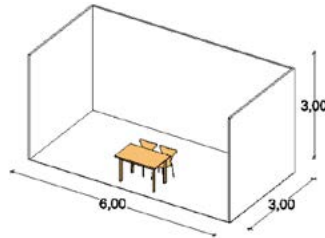
2.460  
+ sf + 10% IVA



## TYPE B

18m<sup>2</sup>

3x6x3m.



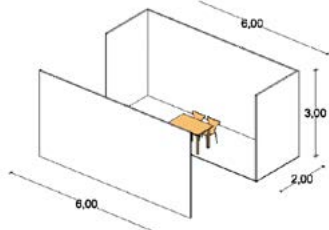
2.160  
+ sf + 10% IVA



## TYPE C

12m<sup>2</sup>  
+ 6 m linear  
meters front wall

2x6x2m. + 6x3m.



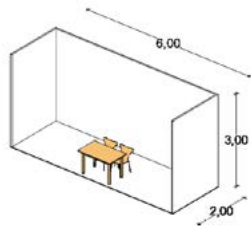
1.740  
+ sf + 10% IVA



## TYPE D

12m<sup>2</sup>

2x6x2m.



1.500  
+ sf + 10% IVA



\* The choice of stand models is subject to availability and registration order.



## PAYMENT

### Via bank transfer to the account:

ARTHAZI - Promoción del Arte

### Caja Laboral:

IBAN ES51-30350067690670077791 SWIF CLPEES2M

Non-respect of payment deadlines involves the denial of participation in FIG Bilbao, although the exhibitor had been admitted. No exhibitor may participate in FIG 2024 if the fee has not been paid 100% within the time limit.

Commercial exhibitors may enter the assembly spaces once the payment of all contracted services is guaranteed. In case of default on payment deadlines established, the Organization has the right not to return the amounts paid by the exhibitor in accordance with these rules.

## KEY DATES

15/03/2024

OPENING OF GENERAL APPLICATION. PROJECTS DELIVERY FOR PARTICIPATION.

10/7/2024

ACCEPTANCE OF PROJECTS

17/10/2024

50% STAND PAYMENT

28/10/2024

CLOSING DEADLINE

27/11/2024

STAND ASSEMBLY

28,29,30 November / 1 December

Fair at Euskalduna Conference Hall

## FAIR'S TECHNICAL REGULATIONS | GENERAL INFORMATION

### - Name:

- Printmaking and Art On Paper International Fair. FIG Bilbao 2024

### - Place and date:

- 28th November to 1st December 2024 at. Euskalduna Conference Hall

#### • Assembly schedule:

- 28th November. Two shifts: 13h - 17h. | 15h. - 20.30h.

### - Disassembly schedule:

- 1st December. 20h. - 23h.

### - Fair timetable:

- Thursday. From 11.00 to 14.30 and 16.00 to 21.30.
- Friday from 11.00 to 21.00.
- Saturday from 11.00 to 21.00
- Sunday from 11.00 to 20.00.

### - Address:

- Palacio Euskalduna. Av Abandoibarra, 4. 48011 Bilbao, Bizkaia.

### - Parking:

- Car Park Palacio Euskalduna
- Where?: Palacio Euskalduna. Av Abandoibarra, 4. 48011 Bilbao, Vizcaya.



## PARTICIPATION TERMS

Each applicant exhibitor must accompany its admission application with an exhibition project. It has to include, besides information of the Gallery's activities in the last twelve months, photographic documentation of recent works of artists shown on the stand.

Submitting applications to take part in FIG BILBAO 2024 will be limited to galleries, publishing houses and art dealers proposing exclusively engraving and contemporary and ancient art on paper.

- Art Galleries promoting original and experimental, classical and contemporary engraving (original prints made with both traditional and experimental techniques, mixed interventions of different artistic expressions, such as printmaking, photography, digital art ...).
- Publishers working original and experimental printmaking.
- Magazines and engraving books Editors
- Engraving materials exhibitors (engraving presses, paper, different instruments ...).
- Institutions, associations, foundations ... Requests will be studied by the advisory committee in each case.

## SPACE ALLOCATION AND STANDS CONSTRUCTION

The management shall assign a stand to each exhibitor, once it has fulfilled each and every one of the requirements and when the exhibitor has made all payments.

Once awards have been made, a hall plan will show the location of each and every individual exhibitor's stand. Management reserves the right to modify the conditions of each stand, within reasonable criteria and bypassing the location, dimensions or applied forms, when the concept, configuration or distribution of the overall exhibition space require. Each exhibitor will received a general floor plan with exact location of the stand.

## EXHIBITORS

Exhibitor must maintain its construction within the assigned area and at no time can trespass the common areas of corridors. The display area must not exceed the invisible lines that define each exhibitor space.

Commercial exhibitors must ensure that their works will be exhibited with museological level, respecting spaces and avoiding agglomeration. The Fair's organization will assist in advising on these issues.

Commercial exhibitors will facilitate in a professional manner whatever information required by visitors both verbally and through work's identification labels, which must not be under any circumstances handwritten.

Each exhibited work must have a certificate of originality which may be required by Organization at any time.

Commercial exhibitors must work to have more competitive prices than the rest of the year during the Fair Exhibitors' stands should always be attended during the public opening hours.

Punctuality at the Fair's opening and closing are unquestioned. Commercial exhibitors understand that the opportunity offered must involve a chance to show new or exceptional value pieces, quality and good references.

Originality, good presentation, and edition's quality are unquestionable and professional challenges in FIG Bilbao. Compliance these standards benefits all exhibitors and disregard them may have an effect on the process of selecting the next edition.

## CATALOGUE

FIG Bilbao 2024 publishes an official Fair catalogue where exhibitors can participate to spread their artistic offerings. Exhibitors will contribute to the good edition of this and other publications on paper, online and downloadable, providing graphic and written information necessary to ensure the quality and accuracy desirable. Exhibitors must observe strictly the delivery time of the requested material.

## COMMUNICATION

Communication Department's mission is to broadcast adequate information about artists and GALLERIES or PUBLISHERS in daily and specialized press. Exhibitors must, in turn, supply comprehensive and accurate information and high-quality graphic material that could be requested.

A street marketing communication campaign will be carried out in the city of Bilbao with different advertising holders. The event will be broadcast on radio through interviews and commercials. Printed material will be delivered in hotels, cultural institutions and points of touristic interest. Personal invitations will be sent to Collectors, press agents, museums, galleries, etc.

The Festival has a press office that will handle widely disseminate information about the participants in the Fair (galleries, publishers, artists, etc.)

## ACCESS RULES TO EXHIBITION DURING ASSEMBLY PERIOD

Access to the Hall is only permitted to people legitimately identified with an exhibitor accreditation issued by the organization of FIG Bilbao which will be given to each participant on the day of the assembly.

## EXEMPTIONS ASSURANCES, CIRCUMSTANCES AND LIABILITY LIMITATIONS

During the opening hours, the exhibitor must monitor his material directly or through his staff. The Organization will provide security during the exhibition time and during the assembly and disassembly days inside the Hall.

Exhibitors may not claim any responsibility to the Organization for loss, damage or injury of any kind caused to the material or personnel located in the enclosure during the Festival, even outside opening hours (including assembly and disassembly days). It is advised that each exhibitor take out insurance to cover any of these contingencies.

Exhibitor shall be liable to the organization of direct and indirect damage from any cause attributable to him or his staff (including damage caused by its equipment or facilities run by the same or a third party designated by him) even if done in intermediate zones.

## PROHIBITION

- To load the hall structures, walls, pillars, lighting ...
- To stick or hang these components: posters, cables, panels, banners, vinyls
- Damage to equipment owned by the organization or to rooms structures.

## CANCELLATIONS AND CHANGES

In the event of voluntary cancellation, the amount of inscription will not be returned. This means the loss of the amounts paid to the Organization up to that time, without prejudice to any additional direct or indirect damages that such early cancellation may have caused

In the event that FIG Bilbao could not be held for reasons outside the organization, exhibitors will only have the right to the reimbursement of the amounts subscribed until that moment without having, in any case, right to compensation for no concept.

The organization reserves the right to change the dates of the Fair for reasons not attributable to the own Organization.

## BAG AND BAGGAGE ACCESS

The Festival organizers may prohibit the Fair entrance with bags or luggage. There will be an area enabled for this purpose.

# REGISTRATION CONTRACT

## EXHIBITOR'S DATA (fill in capital letters)

COMMERCIAL NAME

CONTACT PERSON

ADDRESS

POSTAL CODE

CITY

TLF

FAX

E-MAIL

WEB

CIF

BANK ACCOUNT NUMBER

## TAX DATA/ BILLING INFORMATION

BUSINESS NAME

TAX ID NUMBER



POSTAL CODE

CITY

COUNTRY

## STAND REGISTRATION

STAND TYPE                      A                      B                      C                      D

EXTRAS		
Extra square metre (3m2 minimum)	.....	Rectangular table
Walls color change	.....	Counter with key
Front wall	.....	Warehouse in stand
Halogen spotlight 300W	.....	Showcase
Single-phase socket 500W	.....	Auditorium rental
Chair	.....	

**TOTAL:**

IVA no incluido

Date

Company seal and authorized  
representative signature

**Applications not signed will not be accepted.**



# PARTICIPATION PROJECT 2024

## ARTIST ON SHOW

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Other artists represented 

Participation in other art fairs

### SPACE RESERVATION REQUEST. 200 €.

Amount to be deducted from the final amount if the request is accepted.

#### - PAYMENT.

- Via bank transfer to the account:

#### ARTHAZI - Promoción del Arte

- Pol. Ind. Belako. Makoaga Bidea 8B nav.1. 48100 Mungia. BIZKAIA - SPAIN

#### - Caja Laboral: IBAN ES51-30350067690670077791

- SWIF CLPEES2M



**In case of bank transfer, indicate the name of the company that makes the same and gallery**

EJEM.: RESERVATION FIG BILBAO 2024  GALLERY NAME



**Please, indicate in the bank transfer the name of the company, the name of the gallery and reference (ref: FIG bo.). Send together with proof of payment and Application Form by Fax: + 0034 944 538 681 or by e-mail to fig@figbilbao.com.**

Date

Company seal and authorized  
representative signature



La firma de este documento supone la aceptación de las bases y el reglamento de la feria.





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