

Galería EME 04
Tfno: 91 3080834

info@galeriaeme04.com
Fernández de la Hoz, 20

www.galeriaeme04.com
28010 Madrid

Conditions for Use of the Gallery as an Exhibiting Artist

Exhibitions must be for a minimum of fifteen days.

The **installation** of the exhibition, which is the responsibility of the artist, must be completed, at the latest, by midday of the opening evening

The artist must use the Gallery's hanging system. For sculptures, the artist has to provide his/her own stand.

The **de-mantling** of the exhibition, which is the responsibility of the artist, has to take place on the day following the closure of the exhibition. No unsold works can remain in the gallery. Once dismantling is completed the Gallery holds no responsibility for the works.

Official openings are held 19.30 to 21.30 on the first day of the exhibition

Gallery Hours

Monday to Saturday: 10.00 to 14.00

Tuesday, Thursday and Friday: 17.30 to 20.30

The production of the **invitation** (including cost) is the responsibility of the exhibitor, with the following requirements to be met:

One photograph of the work to be exhibited;

Details of the Gallery: logo, address, telephone number, e-mail, gallery web page, dates of the exhibition, day and time of the official opening, gallery hours.

Fifty invitations need to be given to the gallery a fortnight prior to the opening of the exhibition, to have available at the gallery. If the artist so desires, another 250 can be made available for posting to gallery clients

The gallery is responsible for all publicity: press, web sites and clients.

The Gallery reserves the right to exhibit sculptures during exhibitions of paintings, except on the opening night. The *Cartel de Retratos* of Inmaculada Cuesta shall always remain on show.

Exhibition Charges	Payment Dates
Room Hire €50 per day (€750 per fortnight)	20% in advance (two months); 80% on the day of installation
Commission 20% on all works sold	At the end of the exhibition
Other Charges (Optional)	
Drinks at Official Opening – selection and preparation by the Gallery - €150	Day of Installation
Posting of 250 Invitations to gallery clients: 100 €	With delivery of Invitations

A general condition includes the payment of a 20% commission from the sale of any works resulting from the Exhibition (e.g. a painting similar to one exhibited).

Invoices for works purchased at the Exhibition are the responsibility of the artist. The Gallery will invoice the artist for all exhibition costs plus commissions

NAME OF ARTIST:

RESERVATION DATE:

Artist's Signature

Seal and Signature of Gallery