

Exhibitor Contract

CONTACT / CURATOR: Francisco Lacerda info@usia.co.uk

ORGANIZER / ENTITY: FRANCISCO - USIA

EVENT: Light, Form and Color

THEME: Light, Form and Color

EVENT DATES: 12 September 2026

DELIVERY AND PICK-UP DATES: ND

CITY: Lisbon

COUNTRY: Portugal

PARTNER / EXHIBITION ADDRESS: Ajuda National Palace – Royal Treasure Museum. Palácio Nacional da Ajuda, Calçada da Ajuda, 1300-012 Lisbon

DELIVERY ADDRESS OF ARTWORKS: Ajuda National Palace – Royal Treasure Museum. Palácio Nacional da Ajuda, Calçada da Ajuda, 1300-012 Lisbon

PICK-UP ADDRESS OF ARTWORKS: Ajuda National Palace – Royal Treasure Museum. Palácio Nacional da Ajuda, Calçada da Ajuda, 1300-012 Lisbon

PHONE CONTACT: +351 96 375 98 85

NAME:

ARTISTIC NAME:

FISCAL ADDRESS:

PHONE:

EMAIL:

PARTICIPATION FEE:

OBJECT OF THE CONTRACT

1.1 The Artist agrees to the opportunity to exhibit their artworks in a temporary exhibition organized by the Entity.

1.2 The Entity and Partner are responsible for providing and organizing the necessary space and infrastructure for assembling and dismantling the works.

1.3 The temporary exhibition will take place on the dates specified above under “Event Dates.”

1.4 The theme of the exhibition will be the one described above under “Theme.”

ARTIST RESPONSIBILITIES

2.1 The Artist agrees to deliver artworks in suitable condition for exhibition.

2.2 The Artist is responsible for any damage to artworks during transport, delivery, exhibition, and pick-up.

2.3 The Artist is entitled to wall space covered by the participation fee.

2.4 Participation fees must be paid within the specified deadlines, with the first payment due upon signing the contract. The Entity reserves the right to charge a 30 EUR late fee per day.

2.5 Only after the artist’s work and CV are approved by our team may the payment be made.

2.6 Participation fees are non-refundable in cash or bank transfer but may be used as a credit voucher for future exhibitions organized by the Entity when conditions apply. Artists may cancel their participation at any time and receive 50% of the amount paid as a credit voucher.

2.7 The Artist may sell artworks using labels provided by the Entity.

2.8 The Artist must ensure the quality and quantity of works to be exhibited, in coordination with the Entity and Partner, to remain museum-acceptable.

2.9 The Artist may remove sold works immediately after the exhibition ends.

2.10 The Artist must submit high-resolution images of works, including name, dimensions, date, material, technique, and price with local taxes.

2.11 When eligible, an artist referring another artist receives 20% credit voucher reimbursement.

2.12 The Entity does not charge commission on artwork, art books, calendars, posters, cards, or gift sales.

2.13 All sales during and after the exhibition are exclusively between the Artist and the buyer. The Entity is not responsible for any sales before, during, or after the exhibition.

ARTWORKS

3.1 Lighting consists of white spotlights to highlight works. Walls are 5 meters high and painted white.

3.2 Artwork dimensions, quantity, and wall placement will be selected by the curatorial team. Artists may display multiple works on the same wall space if they share the same theme.

3.3 Proposals for large-scale, dynamic, site-specific installations or performance art for the gallery may be submitted for consideration.

COPYRIGHT AND IMAGE

- 4.1 The Artist retains all copyright over their artworks.
- 4.2 The Entity may photograph, record, and reproduce works for promotional purposes, including catalogs, printed, and digital media, without infringing copyright.
- 4.3 The Entity will publicize the event on social media, through partners, agencies, and influencers.
- 4.4 The Artist must be available for press interviews and answer questions about their work and exhibition participation.
- 4.5 The Artist does not need to attend in person; interviews may be conducted via email or phone.
- 4.6 The Artist may not use Entity or Partner images without prior authorization.
- 4.7 The Artist may only promote participation after exhibition dates are defined, artworks approved, the Entity has publicized the event, and all fees are paid.

SHIPPING

- 5.1 All transport and customs costs are the Artist's responsibility.
- 5.2 Delivery and pick-up dates will be provided 1 month before the exhibition. Any missed deadlines are not the Entity's responsibility, and works may not be exhibited.
- 5.3 Failure to collect artworks on specified dates incurs 50 EUR/day storage fees plus return shipping costs.
- 5.4 Works must be well protected.
- 5.5 The Artist may personally deliver artworks.
- 5.6 Delivery may be done on the assembly day.
- 5.7 Repackaging after the exhibition is not included. Installation, deinstallation, unpacking, repacking, or art handling services are not provided free of charge.
- 5.8 All handling—including unpacking, condition check, wall installation, removal, and repacking—must be arranged in advance and may involve additional fees.
- 5.9 Packages must include an A4 document listing artworks, color images, descriptions, and the artist's signature.
- 5.10 Packages must contain all materials needed for wall display. Missing materials (hooks, screws, sculpture stands, etc.) incur a 50 EUR fee. If necessary materials cannot be provided, the artwork may be removed without compensation or refund.

PROJECT SAFETY

- 6.1 The Entity undertakes necessary measures to ensure the safety of artworks, artists, and visitors before, during, and after the exhibition.
- 6.2 The Entity will store artworks if needed without violating points 2.4, 3.3, 4.5, 5.1, 5.3, 5.4, 5.10.
- 6.3 Visitors must behave respectfully. Unsafe or disruptive behavior may lead to removal from the exhibition.
- 6.4 Visitors enter at their own risk. Parents/guardians are fully responsible for minors. Damage caused will be the visitor's responsibility.

TERMINATION

- 7.1 This contract may be terminated by mutual written agreement.
- 7.2 If the exhibition is canceled by the Entity or Partner, the Artist may use the participation fee as a credit voucher for a future event.
- 7.3 If the Artist cannot participate with 2 months' notice, 50% of the fee may be used for a future event; the remaining 50% is non-refundable.
- 7.4 The Entity, Partner, or stakeholders may deny, cancel, or modify participation at any time.
- 7.5 The Entity may change dates or location if necessary or due to force majeure.

PAYMENT

- 8.1 Exhibition fees may be paid in up to 3 installments. Early payment guarantees pre-approval and prevents fee increases.
- 8.2 Bank transfers are free. Payments via PayPal, Revolut, or Stripe incur additional fees including taxes. Payments are made at usia.co.uk/pay

APPLICABLE LAW

- 9.1 This contract is governed by the laws of Portugal.

PARTICIPATION FEE

- 10.1 Participation fee and additional fees: <https://usia.co.uk/apply/royal/>