

St**ART**

11-15 OCTOBER 2023

EXHIBITOR MANUAL

All information contained in this document is correct at the time of issue.
Please check for any updates ahead of the fair.

CONTENTS

Contacts	03
Shipping Instructions	04
StART Timetable	05
Installation & Breakdown	06
Artwork Re-Supply & Storage	07
Venue Access	08
Passes	10
Gallery Space & Technical Information	11
Design Guidelines & Artistic Content	12
Emergency Procedures	13
Health & Safety	14
Exhibitor Insurance	16
General Information	17
Hotels	22
Official Shipping Partner Information	23
Bdo Temporary Admission For Works Of Art	28

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SHIPPING INSTRUCTIONS

Due to Cadogan Estate and Saatchi Gallery loading restrictions, all artworks must be directed through our centralised shipping partner, EBISS, for a consolidated delivery to the fair. All artworks must be sent to EBISS for delivery to and from Saatchi Gallery.

EBISS fees, including delivery and/or storage (where applicable) will be at additional cost and will be notified to each exhibitor, depending on the size/volume.

- Artworks may be delivered to EBISS by your respective shippers, or EBISS can assist with both domestic and international collections and shipping of artworks. The EBISS advance warehouse will be open from Monday 18th to Friday 29th September.
- We ask that all exhibitors liaise directly with EBISS, and all air, sea, and inland shipments must be delivered to EBISS warehouse (see page 5 for schedule).
- EBISS will provide a comprehensive shipping and delivery information to all exhibitors – please contact them directly.
- EBISS will deliver all the artworks to Saatchi Gallery on Monday 9th October. You will be contacted nearer the time with details when crates will be delivered to your booth.
- Exhibitors are asked to pack up their booths after the fair has closed on Sunday 15th October at 5pm. Fair staff, in association with EBISS, will return your empty crates to the respective booths once the fair is closed.

EBISS will make contact with each exhibitor directly that evening to gather information on which items the exhibitor wishes to return and which items will be delivered to buyers. Exhibitors must not leave their booths until artwork paperwork has been completed with EBISS.

- All exhibitors must complete the packing up of their booths on the evening of Sunday 15th October.
- All crates and artworks will be collected from Saatchi Gallery on Monday 16th October and transported back to EBISS warehouse. The artworks will be ready for Exhibitors to collect from EBISS warehouse from Wednesday 18th October from 12pm. Any collections must be by prior appointment, or EBISS can arrange for your property to be delivered or shipped back to you directly. Please speak with EBISS to arrange

Due to strict council regulations and Saatchi Gallery lease stipulations, exhibitors are not permitted to remove any artworks or crates on Sunday after the fair has closed. We apologise for any inconvenience caused and appreciate your cooperation on this matter.

TIMETABLE

FRI	11 Jul 2023	Please submit finalised catalogue material asap. Hard deadline 11th July.	
THU	31 Aug 2023	Deadline for all shipping documentation to be sent to EBISS - for exhibitors using EBISS comprehensive shipping service	
MON	04 Sep 2023	Deadline for submitting technical form	
MON	04 Sep 2023	Deadline for submitting final artwork list to StART	
FRI	08 Sep 2023	Deadline for all shipment documentation to be sent to EBISS - for exhibitors who arrange their own delivery to EBISS warehouse	
FRI	29 Sep 2023	Deadline for all shipments to be received at EBISS warehouse. The EBISS advance warehouse will be open from Monday 18th to Friday 29th Sep.	
MON	09 Oct 2023	12:00 - 18:30	Exhibitors collect Welcome Packs at StART Office
		From 08:30	EBISS deliver all crates & artworks to Saatchi Gallery
		17:00 - 22:00	Exhibitor installation
TUE	10 Oct 2023	08:00	EBISS collects empty crates
		09:00 - 15:00	Exhibitor installation finishes
		17:00 - 22:00	VVIP Preview and Fair Photography
WED	11 Oct 2023	08:30	Exhibitor Access
		09:00	Press Breakfast Preview
		15:00 - 18:00	Collector Private View
		18:00 - 21:00	Private View / Reception
THU	12 Oct 2023	11:00 - 20:00	Public Opening
FRI	13 Oct 2023	11:00 - 20:00	Public Opening
SAT	14 Oct 2023	11:00 - 20:00	Public Opening
SUN	15 Oct 2023	11:00 - 17:00	Public Opening
		17:00 - 23:00	Exhibitor de-installation EBISS delivers all empty crates
MON	16 Oct 2023	-	EBISS collects all crates and artworks and returns to warehouse
WED	18 Oct 2023	12:00	EBISS warehouse open for collections by appointment, or EBISS can arrange return delivery

INSTALLATION OPTIONAL SERVICE

Exhibitors must make arrangements to install and de-install their own booths. However if you do need a bespoke installation and de-installation service, Ebiss can provide this for you. The service must be booked and paid in full in advance without exception, subject to availability. Please contact Ebiss directly and be sure to include details of difficult or specialist information the technician may need to be aware of and please note that slots cannot run over time.

Please ensure you allocate sufficient time to meet your unique install and de-install requirements.

Additional lighting can be hired at a cost and must be booked in advance, on-site requests will incur a 25% additional charge;

PAR30 LED 25°, 18W, 3000k, 95CRI	£48.50
Beacon Muse II 8°-50°, Dimmable, 22W, 3000k, 98CRI	£68.00

(Prices are quoted based on 2022 this may rise for 2023)

If you wish to take advantage of these services, please submit the 'StART Technical Form' to Dovydas Kaltanas (d.kaltanas@startartfair.com) as the service is limited. If it is available, Dovydas will discuss time-slots with you. Please note that payment for install service and additional lighting must to be made to StART Art Fair in full by Monday 18 September 2023.

- Deinstallation of artworks is from 5pm-11pm on Sunday 15 October. There are a few guidelines that will make this as straightforward as possible and most importantly mean that no works are unaccounted for so please do follow them.
- Please ensure that you/your handlers have the required materials to pack your works as neither StART nor Saatchi Gallery can supply any materials.
- EBISS, working with fair staff, will bring the empty crates stored at EBISS during the fair to the respective booths from 17:00 onwards. Please wait at your booth for these to be delivered to you.
- By prior arrangement EBISS can also offer technicians for de-instalation and / or packing, as well as provide any additional materials required, provided this has been booked / requested in advance
- All artworks need to be de-installed Sunday evening and packed ready for collection. EBISS will liaise directly with each exhibitor to complete paperwork. If any artworks have been removed previously this needs to be noted on the inventory list. It is essential a staff member is present to oversee this process and check the inventory has been recorded correctly. Exhibitors must not leave until they have each completed the necessary 'check-out' paperwork with EBISS.
- Make sure that you are prepared and have enough help in order to ensure that you never need to leave the booth unattended. Please also ensure you keep your personal belongings safe at all times.
- Make sure that you take everything with you when you leave, as anything left behind will be disposed of and additional costs will be applicable.
- All other crates and artworks will be collected by EBISS on Monday 16 October and need to be collected from their depot from Wednesday 18 October onwards, by prior appointment, or EBISS can arrange return delivery of your property
- Exhibitors must make arrangements directly with EBISS.

ARTWORK RE-SUPPLY

- All artwork packing should be stored back in the crates after they have been unpacked.
- It will only be possible to re-supply or change your artworks each morning, between the hours of 8:30am and 10:30am prior to StART opening to the public at 11:00am.
- If you need to release a sold artwork prior to the close of the fair, any packing and removal must be completed outside of the fair opening hours. For larger artworks please contact EBISS to arrange collection the following morning between 08:30-09:30am.

An alternative artwork can be installed as a replacement before 10:30am. This will be at an additional cost and EBISS can provide further details. Please contact them directly.

An 'Artwork Removal' form is included in your welcome pack, and you can also request this from Nik Spary. We require prior notification of any deliveries and collections so we can notify Saatchi Gallery.

STORAGE

- There is no storage available at Saatchi Gallery.

GOODS LIFT AND CRATE SIZE RESTRICTION

When choosing crates and packing them please bear in mind that:

- The maximum loading of the goods lift is 4,200kg
- The height of the door frame is 300cm (3m 7mm) (i.e. lowest point)
- The internal lift ceiling height is 390cm
- The doorway measures 190cm
- The length of the lift when closed (at its minimum length) is 440cm (and 500cm diagonal from corner to corner)

ACCESS EQUIPMENT

The gallery doesn't have any access equipment (forklifts, pallet jacks etc.) available. Please contact Dovydas Kaltanas (d.kaltanas@startartfair.com) with any special hanging requirements and list these clearly on the 'StART Technical Form'.

MAIL DELIVERIES

It is NOT possible to deliver any items of mail or artworks directly to Saatchi Gallery.

Please do NOT send any parcels via DHL/UPS/FedEx or any other shipping service requiring a consignee to sign as neither Saatchi Gallery nor StART can facilitate a signature on behalf of the exhibitor. All such packages will be refused.

If you do need to send anything you can send to the EBISS advance warehouse in advance of the show and it will be delivered to your stand.

VENUE ACCESS

Saatchi Gallery's visitor entrance is situated on Duke of York's square, King's Road, Chelsea. This white Regency building is set back from the road and can be clearly seen overlooking a large green space. From leaving Sloane Square tube walk straight ahead and along the King's Road, after a few minutes-walk, you will reach Duke of York Square, where you will see shops such as Partridges and Jigsaw in front of you. Saatchi Gallery will be on your left.

Venue Address

Saatchi Gallery, Duke of York's HQ, King's Road, London, SW3 4RY

PEDESTRIAN ACCESS TO THE VENUE

By Underground:

The gallery is a 3-4 minute walk from Sloane Square Underground (District and Circle line) and a 10-12 minute walk from Victoria (Victoria, District & Circle line).

By Bus:

The number 11, 19, 22, 49, 211, 319 (King's Road) or 11, 137, 211 (Lower Sloane Street) run past the gallery.

By Train:

The nearest mainline railway station is Victoria. It is 10-12 minute walk from the gallery and connects with the district and circle line tube.

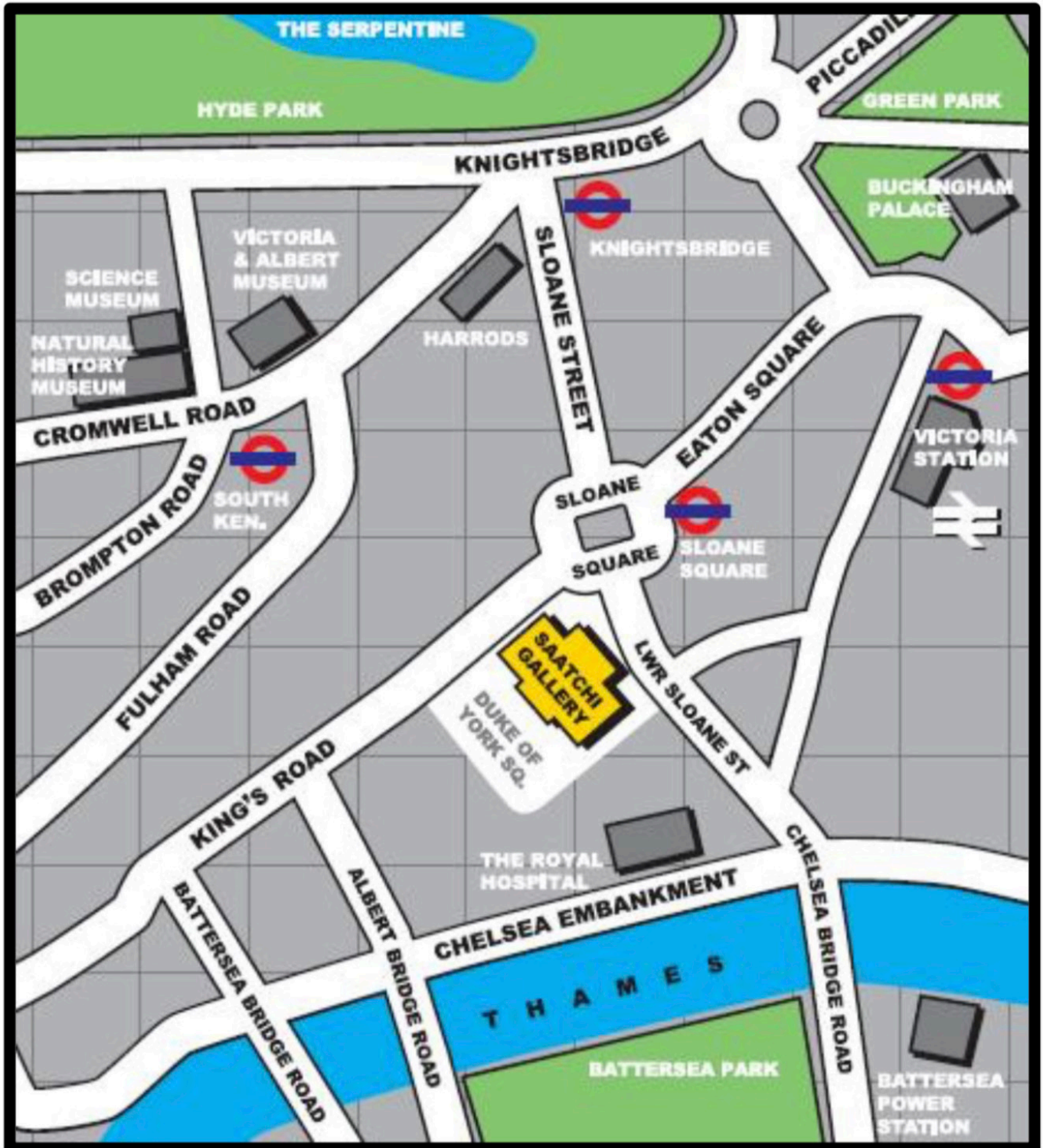
Access:

Assisted or ramp access is available at the gallery's main entrance. All floors have lifts and there is level access between the galleries on each floor. Wheelchairs are available upon request.

There are two blue badge disabled parking bays to the rear of the gallery which can be accessed via Turk's Row off Lower Sloane Street. Booking well in advance is essential. To reserve a disabled parking bay or a wheelchair please telephone +44 207 811 3085.

Please note that you will need to check-in large rucksacks and bags with the gallery's cloakroom on arrival free of charge.

VENUE ACCESS



Public Transport

Buses, trains and taxis will be in operation throughout the fair. Please look at the following website for details on public transport to Saatchi Gallery please visit: <http://www.tfl.gov.uk>

PASSES

All persons wishing to enter StART during installation, fair open days and breakdown require valid passes. Last year in an effort to be more eco-friendly we introduced recyclable wristbands. Your pass must be worn at all times whilst at Saatchi Gallery.

The StART Office will open between 12:00-18:30 on Monday 9 October and between 08:30 -18:30 from Tuesday 10 October to Monday 16 October.

EXHIBITOR PASSES

Each Exhibitor is entitled to six Exhibitor Passes/Wristbands to be used by exhibitors and staff working within the gallery space (including technicians & contractors) and visiting artists during StART. Should more be required, these can be sought through the StART Office in person.

Exhibitor Passes will be valid during the whole of StART week.

VIP PASSES

Each exhibitor is entitled to thirty VIP passes/wristbands which will be valid throughout StART week. If you would like more please ask Gillian Anderson Price (g.andersonprice@startartfair.com) who will facilitate this if it is possible. This year all tickets will continue to be digital.

VIP wristbands which allow unlimited re-entry will be provided (10 per exhibitor). Each exhibitor will be provided a unique code for 30 of your own guests to book complimentary tickets, tickets must be booked individually using the guest's own contact information, email addresses are blocked after booking two tickets.

GALLERY SPACE - TECHNICAL INFORMATION

Each allocated booth comprises a mixture of temporary and permanent Saatchi Gallery walls. You will receive a separate email providing your specific booth details that will include your booth location and dimensions.

Included in the cost of your Gallery Space is:

Walls	The temporary walls are 3000mm in height and 150mm deep and are constructed of white painted MDF in 500mm and 1000mm wide panels, faced with 9mm thick MDF and covered with stretched canvas. The walls can hold objects of up to 20kg per supporting point.
Lighting	The gallery has high-quality lighting throughout which is used for all exhibitions. (Gallery 10 requires additional lighting)
Name Board	One generic name board will be provided for each gallery space.
Electrics	One double socket will be positioned in the corner of each booth space. 220 – 240 V each.
Flooring	Dineson (wooden) flooring throughout the gallery. You may NOT bring in any dark liquids, if the floors are stained or damaged Saatchi WILL charge an cleaning fee of circa £500.
Furniture	Booth furniture will be provided for each gallery space. Ground floor large and medium exhibitor booths are provided with one table and two chairs each. Solo booths receive one table and one chair each.
Internet	A wireless internet service will be provided for exhibitors.
Catalogue	A complimentary copy of the catalogue will be provided for each exhibitor. Additional catalogues will be available for purchase from the Organiser's office and at the Saatchi Gallery shop onsite. Exhibitors may purchase additional copies from the StART office at the cost of printing.

WALLS

Exhibitors are not permitted to paint the gallery or partition walls, unless prior approval has been sought and granted by the StART curatorial team. If approved Saatchi Gallery will paint the walls for you and charge you for the paint and the service directly.

LIGHTING

Each Gallery Space will be supplied with sufficient lighting for all artwork-hanging walls as standard. This is in the form of fixed lighting on the ceiling of each room and/ or gallery tracks and will produce an even spread of light.

Should you require additional lighting, please discuss with or Dovydas Kaltanas (d.kaltanas@startartfair.com) who will book additional lighting for you at the booking costs below;

PAR30 LED 25°, 18W, 3000k, 95CRI	£48.50
Beacon Muse II 8°-50°, Dimmable, 22W, 3000k, 98CRI	£68.00

StART DESIGN GUIDELINES & ARTISTIC CONTENT

Guidelines have been put in place to ensure that booths are erected safely for both structural and design purposes. Each exhibitor is responsible for the stability of their booth walls once artworks have been installed, including perimeter walls. If you intend to present heavy installations that are over 20kg, please inform us as soon as possible.

Booth Presentation

Please ensure your booth is clean and well presented at all times. Please refrain from having items lying on the floor and ensure that the presentation is professional.

Artistic Content

Exhibitors should not deviate from their booth proposals put forward as part of their application.

Neon Lights

If you wish to bring neon to StART, please inform the organisers. Neon must be fitted out of reach of the public, so it must be hung over 2.7m high or alternatively be encased in a solid perspex cover.

Sound

Music is prohibited unless it is part of an artwork display. Please inform the StART team if you intend to include this artwork so that it can be approved and noise levels agreed.

Moving Objects

If you intend to bring artwork that moves, please inform the StART team and provide details of the range of movement and position of the piece in your space.

Young People

There will be a considerable number of young people among the visitors so we ask exhibitors to ensure that the artworks on display will not be unduly disturbing or objectionable to the reasonable visitor. Exhibitors are entirely responsible for the work that they present in their space at StART.

Discriminatory

Exhibitors must ensure that their art works on display are not in any way libelous or otherwise defamatory or discriminatory on any person.

APPROVED ARTWORKS

Only approved artworks may be displayed for sale at StART, you may not display, for sale or otherwise any artworks which have not been approved by the Select Committee at any time during the fair. Any exhibitor found to be displaying artworks which have not been prior approved will have their works removed without prior warning or notice.

Obscene

The organisers of StART do not permit the display of obscene, indecent, defamatory or discriminatory items and reserve the right to require such items to be removed from StART. In any event, each Exhibitor agrees to indemnify and keep indemnified the organisers of StART against all loss, damage, expenses and costs (on a full indemnity basis with or without litigation) which may result from the adverse legal consequences of the display of any item by the Exhibitors.

Exhibitors must familiarise themselves with the provisions in the Obscene Publications Act 1959, the Indecent Displays (Control) Act 1981 and the Children and Young Persons (Harmful Publications) Act 1955.

DURING THE FAIR – PRACTICALITIES

Aside from the main business of presenting great booths to London's collector base, there are also the usual Emergency and Health & Safety regulations and Insurance guidelines that you should be aware of so please do read all of the following.

EMERGENCY PROCEDURES

All members of your staff **MUST** be briefed on the Emergency Procedures. In the case of an emergency, we have evacuation procedures and announcements which you and your team must familiarise yourselves with.

EVACUATION PROCEDURES

In case of a fire, the building evacuation should be carried out according to the following procedure: Visitors should be directed to the nearest Fire Exit. For each exit there is a Fire Exit sign that will direct you out of the building were a member of staff will further direct you to the Assembly Point.

THE BUILDING HAS 4 FIRE EXITS:

Fire Exit 1

Exit at the North side of the building. Access through: Office, Galleries 1·2, 8·9, 13·14.

Fire Exit 2

Exit at the East side of the building. Access through: Galleries 3 and 10.

Fire Exit 4

Exit at the South side of the building. Access through: Bookshop, Education Room, Galleries 4·5, 6·7, 11·12.

Fire Exit 5 (Front Entrance)

Exit at the West side of the building. Access through: Main Entrance.

STAY CALM

1. If you see fire or smell smoke - report it to a member of StART staff and trigger a Fire Alarm Call Point which are located near each entrance to fire exit.
2. If you hear alarm, wait for further instructions on the building Public Announcement system or through StART staff. These members of staff will guide you towards your nearest fire exit. Please ensure everyone from your exhibitor team has vacated your booth.
3. Lifts are not to be used, please use the stairs.
4. You will be instructed of the route to the Assembly Point (Duke of York's Square).

RE-ENTRY

5. Stay at the Assembly Point and ask visitors to stay with you.
6. Re-entry to the building will only take place once the Fire Brigade have given the all clear and the Facilities Manager is satisfied that building is safe to be re-entered.

HEALTH AND SAFETY

We are committed to providing and promoting the highest standards of health, safety and welfare. Exhibitors and Contractors have a legal duty to ensure that all persons are responsible, so far as reasonably practical for the health, safety and welfare of themselves and their employees. This includes providing information, supervision and training as appropriate, so that your staff can carry out their work safely. You are asked to have in your possession a copy of your own Health & Safety documentation in respect of any contractor you employ.

Checking your Gallery Space

It is important to make regular checks of your booth to ensure that no unidentifiable packages, cases or bags have been deposited. If suspicions arise, do not touch the article but contact the nearest security guard or the StART office.

When leaving your area each night, please ensure that:

- 1) Appliances are switched off.
- 2) Your booth is checked for potentially dangerous items.

SECURITY

We take security at StART very seriously. Internal security patrols will be carried out, along with spot checks and bag searches, but the organisers cannot accept any responsibility for loss, damage or accident. It is the responsibility of the exhibitor not to leave their booth unattended and to protect their products during the fair.

We specifically recommend the following precautions:

- Do not leave bags, mobile phones or other valuables unattended on your booth. Consider security when designing your booth – can you keep an eye on all your artworks? Always wear your pass and do not give it to others.
- If you see anything suspicious, report it to the StART Office or a member of Security immediately.
- Do not leave artworks unattended on your booths. The organisers cannot accept responsibility for artworks that are lost, stolen or damaged whilst onsite.

ARTWORK REMOVAL FORMS

All artworks removed from Saatchi Gallery must be accompanied with a security pass out form. Pass out forms are supplied in the Welcome Pack upon arrival at StART, and can also be requested from Dovydas (d.kaltanas@startartfair.com). During breakdown, items which are packed and in crates do not require an artwork removal form, however they will need to be documented on the inventory list produced by EBISS.

FIRE SAFETY

Booths will be inspected during build-up and the Fire Officers may refuse any offending materials, or close down a booth if regulations for booth dressing are not met. All materials used on your booth for dressing must be made of non-flammable material. Textiles used to decorate your booth must be fixed taut (not draped), and fixed to a solid backing and secured above floor level, and not touching light fittings.

Do:

- Make sure anyone manning your space understands the fire and evacuation procedures and locations of the gallery exits.
- Ensure that all emergency exits and gangways are kept clear.
- Ensure that any contractor working for you has a suitable and sufficient health and safety policy statement and good safety practices. Ensure all contractors are trained and competent.
- Working at height must be done in a controlled and safe manner and be properly risk assessed.
- Time constraints are no excuse for not adhering to safety Standards.
- Treat all cables as though they were live and make sure a qualified electrician carries out all electrical work.
- Ensure that all rubbish and packing from your space is removed from the site.
- Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials (neon lights). Only acceptable substances are allowed on site and full compliance with COSHH regulations is required. Please contact the organisers for any advice.
- Ask for permission if you need to work late and provide adequate breaks for your contractors and staff. Late working may incur extra cost.
- Make sure you are wearing closed toed shoes during build up and breakdown.
- Lone workers must not work on their own at heights. A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.
- Make sure that you are properly insured for the exhibition.

FIRE SAFETY (continued)

Don't:

- Don't use flammable materials in your displays. Some combustible materials may be acceptable if treated with the correct fire retardant materials..
- Don't have overloaded or insecure displays. Booths and displays can be knocked by visitors and must be safe and secure.
- Don't bring children into the halls during build-up and breakdown.
- For safety reasons, all aisles must be kept clear at all times.

Please note that these lists are not exhaustive and are intended as guidance only.

EXHIBITOR INSURANCE

You will need to arrange your own insurance for your staff and for your artworks whilst at StART and whilst in transit to and from the Fair. Exhibitors should insure all artworks, exhibits and other property from the time that they leave the gallery of origin and until they return to this location ("nail to nail" insurance). This includes insuring them for the period whilst they are with StART's chosen London shipper. StART and Saatchi Gallery have Public Liability (PL) insurance.

Whilst not compulsory, you should be aware that additional cover specific to fairs is available and we set out below those that are most commonly adopted by Exhibitors directly with their own insurers.

1. All Risks Insurance & Cancellation/Abandonment Insurance

This cover is designed to protect your exhibits whilst at the fair and in transit to and from the fair.

2. Employers Liability

Covers bodily injury, illness or disease, in connection with the event, to all employees. This is a legal requirement so you should have an annual policy already in place, but please check.

3. Abandonment Insurance

Covers the loss of costs, expenses and net profit, following the cancellation, abandonment, and postponement etc. of the fair due to circumstances outside the holder's control.

4. Loss, damage or theft of artworks

We recommend that you discuss with your existing insurance broker how best to ensure you are adequately covered for insurance. Disclaimer: StART Art Fair and/ or Saatchi Gallery cannot take responsibility for any loss or damage which may befall the person or the property of exhibitors, their contractors, or visitors, from any cause whatsoever in relation to StART.

GENERAL INFORMATION

Aisles

In the interest of public safety all aisles, fire cupboards, appliances, emergency exit doors and public circulation areas must be kept clear at all times. If any activity on your booth will create a queue or an audience then you must leave room for visitors in your gallery space. The aisles are not to be used as queuing and viewing areas. All furniture and other booth display must fit within the boundaries of your space.

Alcohol

Alcohol is not permitted on the gallery floors during the build-up, fair days and break down, unless part of the Private View or special event approved by the Organisers.

Animals

No animals are allowed on-site, except guide dogs.

Bags

All bags (except handbags) must be left in the cloakroom for security reasons. The cloakroom will be operational 30 minutes before the show opens and will stay open until 30 minutes after the show closes each day.

Car Parking

No car parking facilities are provided by Saatchi Gallery. Please check Royal Borough of Kensington and Chelsea for information on local parking - <http://rbkc.gov.uk/>

Cleaning

Your gallery space and aisles will be cleaned every morning before the fair opens. Please ensure that anything fragile is clearly marked/protected to prevent damage. DO NOT leave rubbish in fire escapes or other places throughout the gallery. Leave rubbish in a black bag at the edge of your booth and at the end of each night it will be collected and disposed of.

Customs

All shipments to London from outside the European Union, must clear customs or be eligible for temporary admission (please see Appendix attached for further details). Exhibitors may accompany their shipment and file the appropriate documents with UK customs. StART accept no responsibility whatsoever for inaccurate information provided to either customs brokers, HM Revenue & Customs or the UK Border Agency, regarding the contents and description of shipments further, StART accept no responsibility for decisions made by HMRC or the UK Border Agency for duties assessed on any imported item by the UK authorities. HMRC or the UK Border Agency may reject shipments, unless detailed completed invoices and supporting documents are sent prior or with the shipment.

Dilapidation

Exhibitors will be charged for any damage caused to the gallery and gallery space by their own actions.

Distribution of Materials

The distribution of materials such as printed cards / handbills / circulars / leaflets from any area except your own booth is prohibited.

GENERAL INFORMATION

DIY Shops close to Saatchi Gallery

Pimlico Hardware LTD

76 Lupus St, Pimlico, London SW1V 3EL
020 7834 5326

Jack's Hardware and Homeware

101 Gloucester Rd, Kensington, London
SW7 4SS
020 7244 8992

Fulham DIY

620 Fulham Rd, Fulham, London
SW6 5RP
020 7610 9661

Brewers Decorator Centres

near Victoria Coach Station, 19 Eccleston
St, Belgravia, London SW1W 9LX

Ryman Stationery

124B King's Rd, Chelsea, London
SW3 4TR
020 7581 0752

Leyland SDM - Pimlico

6-8 Warwick Way, Pimlico, London
SW1V 1RU
020 7828 8695

Leyland Trade

373 North End Rd, Fulham, London
SW6 1NP

Wilko

Unit 12 Fulham Broadway Shopping
Centre, London SW6 1BW
020 7835 5588

Mail Boxes Etc.

95 Wilton Rd, Lillington and Longmoore
Gardens, London SW1V 1BZ
020 7630 8123

Electrical Regulations

All electrical wiring and equipment not provided by the StART official contractor must have a certification to prove that it conforms to electrical regulations. Strobe lighting is not permitted.

Exhibitor Property

Although the utmost care will be taken with security arrangements, Saatchi Gallery and StART Art Fair accept no responsibility for loss or damage to exhibitor equipment or property. Exhibitors should ensure they are adequately covered by insurance for loss, damage and theft.

Fire Equipment

Saatchi Gallery contains all fire prevention equipment as required by law under the applicable building and fire codes. All fire equipment must be visible and accessible to the public – under no circumstances should this equipment be obstructed by your materials or furniture.

GENERAL INFORMATION

First Aid

If assistance is required, please contact the StART Office. All incidents and accidents must be reported immediately to the organisers or security. Please do not call the emergency services yourself, Saatchi Gallery co-ordinates with the emergency services directly to ensure minimum delay. Third party calls slow down response time.

Flooring

When designing installations, please note that there should not be any pinpoints and the weight loading must be spread evenly to avoid any damage to the floor. For additional protection the piece should also be designed with soft padding.

Hanging Art

Due to the temporary construction of the walls, and the need for bracing, we strongly urge you to liaise with Saatchi Gallery regarding the hanging of your art to ensure that the walls are not placed under undue strain.

Lost Property

Any lost property should be handed into the StART office.

Name board

You will receive one double sided name board which will be fixed to your booth.

Opening times

Please ensure all of your staff are aware of opening times and your booth is open and ready for business 15 minutes before the fair opens to the public. If your booth is unattended when visitors arrive it reflects badly on StART and you/your gallery.

Pass out Form

To protect the security of your work and Exhibitors, artwork removed from StART must be accompanied with a security pass out form. Pass out forms will be given to you in your Welcome Pack upon arrival at the StART. Each Exhibitor must be responsible for his or her allocated slips.

RESTAURANTS AND STORES IN THE LOCAL AREA**Côte Brasserie - Sloane Square**

7-12 Sloane Square, London
SW1W 8EG
020 7881 5999

Polpo - Chelsea

Venetian Restaurant
81 Duke of York Square, London
SW3 4LY
020 7730 8900

Partridges

Supermarket and coffee shop
2-5 Duke of York Square, London
SW3 4LY
020 7730 0651

Marks and Spencer - Kings Road

Supermarket
Chelsea, 85 King's Rd, Chelsea, London
SW3 4NX
020 7376 5634

Pret-A-Manger - Kings Road

35-37 King's Rd, Chelsea, London
SW3 4NB
020 7730 9655

Rosa's Thai Café - Chelsea

246 Fulham Rd, London SW10 9NA
020 3773 8384

Dim-T - Victoria

Dim Sum Restaurant
56 – 62 Wilton Road, Victoria, London,
SW1V 1DE
020 7834 0507

Colbert - Sloane Square

French Café Bistro
7-12 Sloane Square, London SW1W 8EG
020 7881 5999

Manicomio - Chelsea

Italian Restaurant
83-85 Duke Of York Square, London
SW3 4LY
020 7730 3366

Waitrose - Kings Road

Supermarket
196 King's Rd, Chelsea, London SW3 5XP
020 7351 2775

Itsu - Kings Road

Asian inspired healthy fast food restaurant
47 King's Rd, Chelsea, London SW3 4NB
020 3758 4157

Koji - New Kings Road

Japanese Restaurant
58 New King's Rd, Fulham, London SW6 4LS
020 7731 2520

Tozi - Pimlico

Italian Restaurant
8 Gillingham St, Pimlico, London SW1V 1HJ
020 7769 9771

Sainsbury's - Victoria

Supermarket
99 Wilton Rd, Pimlico, London SW1V 1DT
020 7931 8988

Ryman Stationery

124b King's Rd, London
SW3 4TR

GENERAL INFORMATION

Site Safety

All persons onsite must wear closed toed shoes during build up and break down. You will not be permitted to access the site if you do not adhere to these rules. Children under the age of 16 will not be permitted within the venue during build up/installation and break down.

Smoking

Saatchi Gallery is a no smoking venue. The allocated smoking area for guests is to the right of the front entrance. Standing cylindrical ashtrays will be made available as standard for all events.

Staff

It is imperative your booth is staffed at all times during opening hours. The organisers cannot be responsible for any loss or theft from exhibitor spaces throughout the show. Visitor traffic will be very heavy on the weekend. We would advise you to prepare enough manpower to monitor your booth, especially to keep artwork from being touched by the public.

Storage

There is no on-site storage for artwork re-supply or packing cases and materials within Saatchi Gallery.

Security

There will be on-site fixed position and roving security provided during StART week.

Travel & Accommodation

Consul Travel are the fair's preferred travel agency - www.consultravel.it
For any enquiries in relation to bookings for flights or accommodation, please contact: kathy@consultravel.it

Visas

Please ensure that you hold the correct and appropriate visa to enter the United Kingdom. Please contact the organisers if you need a formal letter of acceptance to be provided.

Waste

All waste, except in small quantities of litter, produced by your booth must be removed from the venue at the end of the event. A charge will be made for disposal of large items such as boxes of literature and booth fitting materials.

Public Opening Times*

12th -15th October 2023

Thursday-Saturday 11am - 8pm

Sunday 11am-5pm

* please check these times ahead of the fair

HOTELS

Limited Service Budget Branded Hotel

OYO Studios @ 28
28 Belgrave Road
London SW1V 1RG
oyostudios28.com

Standard Hotel with Preferred Rates

Pestana Chelsea Bridge
354 Queenstown Road
London SW11 8AE

Boutique Hotel

The Artists Residence
52 Cambridge St, Pimlico
London SW1V 4QQ
artsresidence.co.uk

Luxury Hotel

The Goring
15 Beeston Pl, Westminster
London SW1W 0JW
thegoring.com



YOUR OFFICIAL SHIPPING PARTNER – EBISS UK LTS (EBISS)

As noted earlier, due to gallery loading restrictions, all artworks must be directed through our centralised shipping partner, EBISS, for a consolidated delivery to the fair.

All artworks must be sent to EBISS advance warehouse or collected by EBISS for delivery to your stand at the show, and post show all works will be returned to EBISS advance warehouse for collection, or for EBISS to ship back to you.

EBISS fees, including delivery and/or storage (where applicable) will be at additional cost and will be notified to each exhibitor, depending on the size/volume.

- Artworks may be delivered to EBISS by your respective shippers, or EBISS can assist with collection or shipping of all artworks – please contact them for a quotation
- We ask that all exhibitors liaise directly with EBISS, and all air, sea, and inland shipments must be delivered to their warehouse (see START timetable for schedule).
- EBISS can provide a comprehensive shipping advice and guidance, including advice on temporary admission arrangements and customs requirements – please contact them directly to discuss arrangements
- EBISS will deliver all collateral to Saatchi Gallery on Monday 9th October and will advise when your works will be available at your booth.
- Once you have unpacked EBISS will collect your crates and packing materials for storage during the show.
- Exhibitors are asked to pack up their booths after the fair has closed on Sunday 15th October at 5pm when your empty crates and packaging will be returned to you.
- EBISS will offer a dedicated email service for you to directly inform them of any sales during the event which you would like collected and delivered to buyers. EBISS will then provide labels for these sold works to enable them to be separated out from general collateral – see below
- EBISS will provide a dedicated email address so that during the show any shipping / delivery pricing requests for sold works can be addressed – see below
- Exhibitors must not leave their booths until they have signed off with EBISS regarding all collateral being removed and all exhibitors must complete the packing up of their booths on the evening of Sunday 15th October.
- All crates and artworks will be collected from Saatchi Gallery on Monday 16th October and transported back to EBISS advance warehouse. The artworks will be ready for exhibitors to collect from EBISS warehouse from Wednesday 18th October from 12pm (by prior appointment), or EBISS can arrange for all collateral to be returned to you directly.

Due to strict council regulations and Saatchi Gallery lease stipulations, exhibitors are not permitted to remove any artworks or crates on Sunday after the fair has closed. We apologise for any inconvenience caused and appreciate your cooperation on this matter.

EXHIBITION SHIPPING AND DELIVERY SERVICES - EBISS UK Ltd

EBISS are delighted to be working again with **StART Art Fair (StART)** this year as the official shipping and delivery partner.

EBISS are a trusted fine art shipper and specialists in art logistics, domestic and international transportation and courier Services. We work with many UK galleries, exhibitions and individual artists to ship sold works and exhibition / event works all over the world for them.

We have also been the preferred logistics, shipping and packing partner of several major art exhibitions and events such as COLLECT and London Art Fair. We have a wealth of experience shipping all types of art to and from the UK from all over the world and we will be happy to offer as much advice and guidance as any exhibitor requires.

Please do have a look at our website www.ebiss.co.uk for our credentials, for more information and for customer testimonials.

SERVICES FOR START – PRE AND POST SHOW

As you are aware all artworks must be directed through us for consolidated delivery to the fair. This process needs to be adhered to both to and from the show. All exhibitors must liaise directly with EBISS, and all shipments must be delivered to EBISS advance warehouse

EBISS fees will depend on the size/volume – an outline price schedule is below.

EBISS can provide comprehensive shipping information to all exhibitors, both domestic and international, and offer as much or as little advice and guidance as you require, including guidance on post Brexit import and export options for European exhibitors and information on Temporary Admission arrangements – please contact us directly on + 44 (0) 203 780 0666 or email us at rhonda.dearsley@ebiss.co.uk / Antonia.davies@ebiss.co.uk

Exhibitors have two options for the transportation of their works to **StART**

- A) EBISS can collect / ship and deliver from your location, wherever in the world that might be, to our advance warehouse and then to your stand at the show ready for unpacking and installation by the time you arrive
- B) You can use your own transport or shippers to deliver property into the EBISS advance warehouse. We will then consolidate and deliver all property to your stand

Advanced property lists will be required, and we will send a spreadsheet template to all exhibitors for completion. This will enable us to accommodate all collections, and to manage the various venue size restrictions as listed in the Manual. Large or Heavy items would need to be flagged with us on this spreadsheet to accommodate loading and handling.

Post Show - Exhibitors are asked to pack up their booths after the fair has closed on Sunday at 5pm. Fair staff, in association with EBISS, will return all empty crates and packing to the respective booths as soon as the fair is closed. Please be aware this can take some time, given the level of empties to return, your patience is appreciated.

For any sold works you would like EBISS to deliver this can be pre-lodged with us, we can then provide labels for these sold works to separate them out from other collateral. Please email start@ebiss.co.uk

Any last-minute purchases can understandably be highlighted that evening.

Exhibitors can request information and pricing for specific shipping / deliveries. Please email start@ebiss.co.uk

Prior to your departure from the venue, please make sure property listings have been confirmed with the Ebiss onsite supervisor.

We will return all collateral to our advance warehouse for either onward shipping to buyers, or shipping directly back to you, or for collection by your own shippers.

In short EBISS can provide the following services -

- Round-trip or just one way collection / shipping /delivery services to or from and then back to any location (worldwide) to your stand at **StART**
- General domestic and international collection and shipping services for sold and any other works
- Temporary and free circulation import options and arrangements
- Deliveries to your stand will be carried out by experienced art handlers and technicians
- These art handlers and technicians can also be pre-booked to assist with unpacking, installation and de-installation if required
- We can supply custom built packing crates and offer other advance warehousing and art storage facilities as required
- We can store any large crates and packing materials for you during the show
- We can co-ordinate the delivery of your works with your own arrival to the stand

FOR INTERNATIONAL EXHIBITORS & TEMPORARY IMPORT ARRANGEMENTS

For any international exhibitors EBISS can arrange local packing / crating if you require, we can ship already packed work to and from our advance warehouse before and after the event.

We can arrange either a Temporary Import or Permanent Import for works coming in to be shown at the fair (please see contact details below to any additional advice / guidance on import/ export paperwork and regulations). Exhibitors are responsible for the proper import and export of property for sale at **StART**.

Exhibitors are responsible for the handling of applicable VAT on sales directly from their stand and for processing any exit from temporary status or any applicable claim on export. If you are an International Exhibitor, we recommend you contact EBISS promptly to ensure you are aware of obligations and all appropriate preparations.

FOR SOLD WORKS

EBISS can deal with any onward transportation after the close of the show which might require packing, shipping, or delivery, either domestic or world-wide. EBISS can also receive instruction regarding collections that other transport companies will make from our warehouse/storage area.

Whilst you are on site at the show we can provide detailed information and pricing for sold and any other works, and for any questions, enquiries or for your free, no-obligation shipping quote, please feel free to contact EBISS on 0203 780 0666 or email start@ebiss.co.uk

INSTALLATION AND DE-RIG SERVICES

If you require any assistance with the installation or de-rig of your works EBISS can offer technician(s) to help. Services are charged in advance provided a technician / assistant team is available. Please ensure you accurately estimate the amount of time you require as we are unable to offer refunds and cannot guarantee additional time will be available on site. This service must be booked and paid in full in advance without exception.

Please include details of difficult or specialist information the technician may need to be aware of on the technical form and please note that slots cannot run over time. Please ensure you allocate sufficient time to meet your unique install and de-install requirements.

SUMMARY

If you require any of the above services or would like to discuss anything related to either domestic or international shipping and deliveries, then please do not hesitate to get in touch.

We are happy to offer any advice and guidance to any **StART** exhibitor as required

VAT will be charged as appropriate

In the first instance please contact Rhonda Dearsley or Antonia Davies on + 44 (0) 203 780 0666 or + 44 (0) 203 834 1826 or rhonda@ebiss.co.uk / Antonia.davies@ebiss.co.uk

OUTLINE PRICING SCHEDULE

StART 2023 Pricing Guide.		
EBISS advanced warehouse to stand at StART – Direct deliveries only	£250.00	per cbm or 300kg. Minimum 1.5cbm
UK London and Regional Gallery Collections for Consolidation at advance warehouse and then onward delivery to stand at StART	Based on individual locations and volume / type of work to be transported – Please contact for a bespoke quotation	
International Gallery Collections for Consolidation at advance warehouse and then onward delivery to stand at StART	Based on individual locations and volume / type of work to be transported – Please contact for a bespoke quotation	
Misc.		
Labour. Unpack/Pack	£75.00	per hour
Installation Technician and assistant team (this is a 2 person team)	£200.00 per hour	Minimum 2 hours

Temporary Admission for Works of Art



Temporary Admission for Works of Art

Importation

VAT at 5% is normally payable on importation of works for art into the UK; no duty is payable.

No import VAT is due on works of art moving to the UK from elsewhere in the European Union although different rules do apply. This note deals solely with goods entering the UK from outside the EU.

Temporary Admission (TA)

Temporary Admission is the term used for goods which are to be imported temporarily into the EU. Where the goods qualify for TA treatment any duty or VAT otherwise due at importation is normally suspended (see below). To use TA there must be an intention at the time of import for the goods to be re-exported within a specified time, for the goods to be put to a specified use (exhibition) and the goods must not be altered or changed whilst in the UK.

If goods are entering the UK for an exhibition or an art fair it would be possible to apply for "Temporary Admission" for the goods. An application for simplified TA can be made by submitting a customs entry with the correct Customs Procedure Code (CPC) included at time of import.

No import VAT is payable under simplified temporary admission and the goods can remain in the UK for exhibition for up to two years, however, security, in the form of bank guarantee or cash deposit, must be lodged with HM Revenue and Customs (HMRC) to cover the 5% import VAT that would become payable if the TA conditions are breached.

A bank guarantee can only be provided by a bank approved by HMRC. This could include a UK branch of an overseas bank. HMRC can quickly confirm whether a particular bank is approved to provide guarantees.

When the goods leave the UK, a Customs entry must again be submitted using a specific Customs Procedure Code for the export from Temporary Admission. The security is released when evidence is produced that the goods have been **correctly** exported out of the EU.

If the goods are sold while in the UK and remain in the UK, the import VAT that has not been paid will need to be brought to account and paid over. No interest will be due.

If the goods are sold while in the UK and are to be exported outside the UK, then the goods must be exported within 30 days of payment for the goods, otherwise the import VAT becomes payable. An export customs declaration should be completed by the seller, in its capacity as the TA authorisation holder.

Where a buyer wishes to remove the goods from the EU as merchandise in baggage, the goods can only be released within 30 days of receiving payment for the goods. In such circumstances, an export customs entry must be pre-lodged with HMRC by the seller/TA holder and then be provided to the buyer. This must be presented by the buyer to HMRC when exiting the EU and a stamped copy of the export declaration must be supplied to the seller to 'complete' the TA. Failure to obtain a copy of the stamped export declaration could result in the TA relief being denied and the VAT becoming payable by the seller.

For all TA shipments, it is vital that copies of all documents are kept to ensure that relief is maintained. These should include customs entries, shipping documents, evidence of ownership or sale, details of where the goods were exhibited how the goods can be identified.

Information correct as at 20 October 2013.

This information has been carefully prepared, but it has been written in general terms and should be seen as broad guidance only. The information cannot be relied upon to cover specific situations and you should not act, or refrain from acting, upon the information contained therein without obtaining specific professional advice. Please contact BDO LLP to discuss these matters in the context of your particular circumstances. BDO LLP, its partners, employees and agents do not accept or assume any liability or duty of care for any loss arising from any action taken or not taken by anyone in reliance on this information or for any decision based on it. BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Services Authority to conduct investment business. BDO is the brand name for the BDO network and for each of the BDO Member Firms.