

Welcome to the Berlin Art Market at Museum Island

**Address: Am Zeughaus 1-2, 10117 Berlin, next to the subway station Museumsinsel
Market direction: Alexander Schöll 0173 3662312 (English Speaker) and
Christian Heidenreich 0176 24743443**

In this document you will find important information about the Berlin Art Market. Please read the contents at your leisure to prepare for the event.

Important notes:

- by booking a market stall you accept the market regulations/AGBs
- read and take note of the market regulations, if you have any questions please call <https://kunstmarkt-berlin.com/dokumente/Kunstmarkt-Marktordnung-2023-online-deutsch.pdf>
- useful information for exhibitors: <http://kunstmarkt-berlin.com/aussteller/>
- **Cancellation deadline up to a maximum of 3 days before the event, later credits are not possible**
- credits will be postponed only once to the next weekend or to the next event, not to later events
- start for exhibitors is at **9:30 am**, please be on time. meeting point blue VW bus on the market area
- do NOT enter the market area by car, parking spaces are available in the immediate surroundings
- for the transport of the trolleys we have trolleys, which are shared by all exhibitors
- Your booking/pre-payment is valid until 11:00 a.m. of the day of the event at the latest, after that the booking is cancelled due to late arrival

Please bring along:

- your Art Market receipt as printout or digitally on your cell phone
- your own or filled in name badge (see next page)
- your sales book (Umatzbuch), respectively your sales tax booklet (Umsatzsteuerheft) and travel trade card (Reisegewerbekarte) in case of regular participation/selling
- a chair to sit on and a tablecloth (min. 2,7 x 1m) to cover the market table
- in winter: lamps to light the stand and a power cable 25m, lamps and cable for outdoor use (IP 44 standard), power plugs are available
- a 2 x 3 meter fabric tarpaulin/waterproof tarpaulin to cover your goods in case of emergency (a backup in case of bad weather)

The first time at the Berlin Art Market - Basic Information

> **The market regulations and the fire protection plan** are posted at the market management (in the white trailer at the right door or will be handed out to you). We kindly ask you to take note of the information on display.

> Driving on the event area (as well as on the "Gasse Hinter dem Zeughaus") is prohibited. For the **transport** of the trolleys we will provide you with trolleys, these are to be used in consultation with each other. Blocking of the trolleys is not allowed. The entrance to the market must be kept clear at all times during loading and unloading. Please do not park there!

> During the event, you take over the **responsibility for the market stand** you have rented. This applies especially in case of unsteady weather conditions, here the market

trader has to pay special attention to the securing of the market umbrella! **If necessary, the umbrella must be closed, so that the sale takes place only from the market table (check: "Market regulations: point 07. Weather conditions and external event factors")** Please be prepared for this, albeit rare, situation by considering an alternative presentation form and having a 2 x 3 meter waterproof tarpaulin/canvas with you as a backup for bad weather situations.

> The market stall must **never be overloaded by incorrect displaying** with your offer! Unauthorized modification of the sales stands is prohibited - **modification** of the market stands must be agreed with the market management. Any modification approved by the market management (e.g. of market stall, table and top) is at your own responsibility!

> When setting up a stand, please make sure that there are no stands, boxes, card stands or similar **in front** of the table in the walkway. The **walkway in front of the market stall must therefore be kept clear** in order to maintain the appearance and safety of the market. Please only set up the sales area under the umbrella. A distance of at least 50 cm must be maintained from **surrounding buildings**. It is not permitted to attach your equipment to window grilles or doors or to place it on window sills. Leaning objects against the building is also not permitted. Please keep the distance!

> Absolute **no-go**: please do not use **any type of tape** or duct tape or similar, as this will leave marks at our stalls or tables!

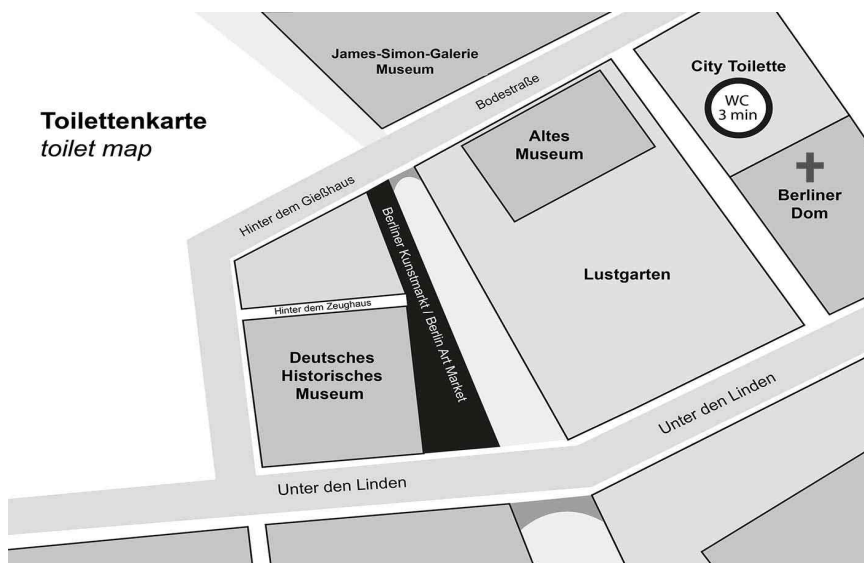
> The market stall or space rented by you must be left clean: all **garbage** must be taken away by yourself and not disposed of in the public, municipal garbage bins on/near the event area.

> **The event day ends at 5:00 p.m., the market place must be cleared by 6:30 p.m. at the latest. Earlier packing up and dismantling is only possible by arrangement with the market direction.**

Thank you.

Toilets in the area

The market is marked as a black area



There is a toilet next to the "Berliner Dom" (address: Am Lustgarten, 10178 Berlin). This toilet is an official city toilet and can be paid for with an EC card.

Namensschild / name tag

BERLIN ART MARKET

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Name/Artist Name

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Website/Instagram/Facebook

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Kontakt/Mail Adresse/Mobile