



DIFC ART NIGHTS

Event Manual: Rules & Regulations for Organizers and Artists

Dear Participants,

Welcome to DIFC Art Nights! To ensure a smooth and successful event, please carefully read and adhere to the following rules and regulations. These guidelines are crucial for both organizers and artists to create an unforgettable art experience.

Setup Guidelines for Artists and Galleries:

1. Artwork Placement:

- Do not block any DIFC retailer with your art installation.
- DIFC will provide the venue, power supply, and marketing support only.
- No operational assistance will be provided for art piece installation or setup.

2. Venue Arrangement:

- DIFC reserves the right to determine the placement of artists and their art pieces at the event venue.
- Artists/galleries must notify DIFC at least 36 hours in advance if they need to withdraw, allowing enough time for reallocating the space to other participants.

3. Induction Meeting:

- A mandatory induction meeting will be held before the event with the DIFC and operations team to discuss setup and logistics details.

4. Setup Requirements:

- Artists are responsible for providing adequate floor protection, cable trunking, power distribution boards, etc.
- DIFC will assist in locating the nearest power source and ensure a constant power supply.
- Proper housekeeping must be maintained during setup and dismantling; no debris should be left on-site.



5. Setup Documents:

- Artists/galleries must obtain setup documents before the event; failure to do so will prohibit setup on the day of the event.

6. Setup Timing:

- All art pieces should be set up the night before the event (only 1 night will be allowed for setup, from 10 pm to 6 am).

7. Insurance and Liability:

- Artists/galleries are required to provide insurance coverage for all art pieces.

- DIFC will not be liable for any loss or damage to the art pieces during the event.

8. Safe Working Methodology:

- A detailed description of the safe working methodology for all on-site installations must be covered in the method statement and risk assessment documents.

- The action taken to ensure artworks can withstand adverse weather conditions should be clearly described.

9. Artwork Descriptions:

- Provide a detailed description of galleries/artists and their art pieces in advance to ensure inclusion on communication channels.

Deliveries:

- For large items:

- Arrange delivery through the truck tunnel with advanced booking by contacting ttbooking@ejadah.ae at least 24 hours in advance.

- Book 2 slots: one for setup and another for dismantling.

- For smaller items (light and less than 1.8m in length/width):

- Use Gate Village visitors parking (first hour free) and service lifts to deliver the artworks to the Podium level.

- Items exceeding 1.8m:

- Carry them to the final location through the staircase located at GV Building 07.

- Note that trucks will not be permitted to park for an extended period; loading/offloading is allowed for a maximum of 10-15 minutes.



Should you have any queries or need further assistance, please contact the event organizers at [Contact Information].

Thank you for your participation, and let's make this Art Nights an incredible celebration of creativity!

Sincerely,