Europ Art Fair
Maastricht

PARTICIPANTS GUIDE

2026

September Saturday 19th and Sunday 20th 2026

MECC Maastricht

Opening hours:

Saturday September 19th from 12.00 h until 18.00 h.
Sunday September 20th from 11.00 h until 17.00 h.

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Dear artist,

You will be exhibiting at the prestigious EuropArtFair on Saturday September 19th and Sunday September 20th 2026 at the MECC in Maastricht.

A large scale and professional fair like the EuropArtFair with international artists requires a smooth organization, which means that a good communication with you as a participant is very important. Therefore, you will receive information concerning your participation by e-mail, like this participants' guide.

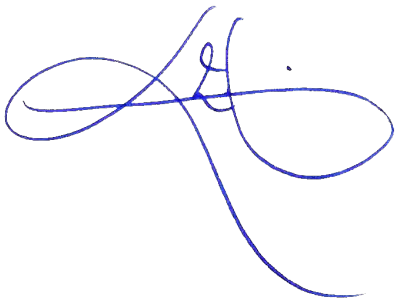
Please read the information in this guide carefully.

If you have any questions after reading this guide, do not hesitate to contact us by e-mail info@europartfair.eu or by phone: +31 (0)475 79 40 03.

We wish you all the best with the preparations for the EuropArtFair and are looking forward to meeting you!

With kind regards,

Raoul Locht
art fair manager



Your stand

When you registered, you specified the size of your booth. The wooden panels of your booth are white and 2.65 meters high.

During the days of the fair, the organization will provide you with a chair (see image to the right). Highchairs and a low or high table is NOT included but can be rented.

Folders, presentational books, business cards, etc. can be displayed on a table near the exhibited works. There is a maximum allowance of 1 table per participant. The table is provided with a black cloth.

Tables, chairs and spots of your own are, for the sake of keeping a harmonious overall appearance, not allowed. You can hire a (high) table, power socket, bar stools, and (additional) spotlights, etc. via your online account: https://europartfair.eu/my-account/

Your artwork, chair and (if applicable) table **must remain within the boundaries of your stand at all times** – on the one hand to maintain the professional and tidy appearance of the exhibition, but on the other hand also in accordance with fire safety regulations!

Sequel: Your stand – The set-up

The set-up
You bring or have your work brought to the location of the EuropArtFair, MECC, Forum 100 in Maastricht on Friday, September 18, 2026. You will receive a time slot from the organization in due time to set up your stand (Friday sometime between 13:00 and 19:00). This time slot will be communicated with you around August 15. If you have specific requests regarding your time block, please send them to info@europartfair.eu by May 1, 2026.

For the completion of your exhibit, the set-up, the pick-up and the dismantling of your stand, you can be assisted by your family and/or friends. You receive two badges at arrival to guarantee free entrance to the fair at all days. You can also make use of our furnishing and clean-up service.

Exclusive furnishing service
An assistant of the organization takes care of the transport of the artworks from your car to your stand, including the use of a trolley, takes care of the unpacking of your work and the furnishing of your stand. You need to provide a furnishing plan in advance and all works need to be prepped with a decent hanging system if needed.

Exclusive clean-up service
An assistant from the organization takes care of packing your works of art and transporting them to your car, including the use of a trolley, and collecting the deposit.
Send an email to info@europartfair.eu to make a reservation or receive more information.

Art works can have a maximum height of 250 cm and the width and depth have to fit in your stand. Inside of or on your stand it is not allowed to place any posters, name- or website-indications with a size larger than 30 x 10 cm. Moreover, there is a maximum of 1 poster, name- or website-indication.
The organization of the EuropArtFair will provide you with a nameplate for your stand.

Suspension systems
Hanging artworks must be attached to screws that you screw into the stand walls. You must use the screws provided by the organisation for this purpose. Please do not use nails or your own screws.
Please bring an electric screwdriver with you for this purpose!

For standing artworks, you must bring your own pedestals or rent them via your online account.

Sales on stand
You can sell your work commission-free with respect to the organization of the EuropArtFair. You are free to determine the selling price. This price includes VAT and can be stated on the stickers, which you will receive from the organization. You can only stick these stickers on the walls, because of the overall harmony and to protect the walls from any damage.

Sequel: Your stand - The set-up

Insurance
If you wish to insure your work, you can take advantage of the insurance that we offer. This insurance will start on the day before the opening of the EuropArtFair, and end from the moment of removing the work from your stand. The organization takes no responsibility for other things then the insured exhibited works, and only for as much as damage is insured by the insurance.

Leaving your stand
We emphasize our request to leave your stand on Sunday just the way you found it on Friday. Do not forget to remove the stickers from your walls. 'Dirty walls' (due to stickers, tape, etc.) will be considered as damaged. Damaged walls can be charged. Missing and damaged suspension systems will be charged in all cases.

Other important matters concerning furnishing
- There are no trolleys, roll cages and trolleys available. You must bring your own.
- You furnish your exhibition place yourself, optionally with help of other people coming with you. Naturally there is staff to advice you and answer your questions.
- There are no housekeeping steps provided, we advise you to take your own steps
- Well before the day of the decorating of your stand you will receive extra instructions about unloading and parking.

Your participation

When you register via the website (https://europartfair.eu/sign-up/) you will initially pay the registration fee of €95 (excluding VAT). These are for the administrative processing of your data, correspondence and balloting. These costs will be charged immediately upon registration.

In the second instance you pay the participation fee. These depend on the size of the booth you choose and any extras. You can find the complete fee schedule here. For registrations up to and including February 15, 2026, the participation fee must be paid before March 1, 2026. For registrations after that date, a payment term of 10 days applies.

Promotion of your art
We provide general promotion of the fair, but also promote the individual artist.
Your name, website and your image will be posted on https://europartfair.eu/artists/ a few days after receiving the information you send. Optionally, you can have a work placed on the homepage. Look here for all promotion packages: https://europartfair.eu/promotion-packages/

Catering

Upon arrival, you will receive 4 drink tokens from us that you can use at Vermaat Catering. As a special service for our participants, Vermaat will deliver your order of drinks and snacks right to your booth. So no need to wait in line — just place your order with the WhatsApp server and relax without missing out on potential buyers! More information will be provided on the day of setup.

Important dates and times

Setting-up
Friday, September 18, from 1 p.m. to 7 p.m.
Saturday, September 19 at 11.30 a.m.: a word of welcome from the organization to all participating artists with a cup of coffee and piece of typical local Limburg cake.

You will receive your own time block within which to register at the venue no later than 2 weeks before the EuropArtFair. If you have wishes regarding the date and time of registration and set-up, you must make them known to the organization before May 1, 2026. We will try to honor your wishes.

Dismantling
Sunday September 20th from 17.00 **(and not earlier)**.
Please note: Only during set-up and take-down (on Thursday all day, Friday morning and on Sunday from 5:30 p.m.) will a fair transport door be made available to you.
The use of this door is strictly prohibited during the fair days. On Saturday and Sunday, the fair will only be accessible to you and your assistant through the main entrance upon presentation of your badge.

Opening hours for visitors
Saturday, September 19, from 12:00 p.m. to 6:00 p.m.
Sunday, September 20, from 11:00 a.m. to 5:00 p.m.

The fair will be open to artists on Saturday, September 19th, from 11 a.m.; Sunday, September 20th, from 10 a.m.

Final dates for promotional material
Images for the catalogue, floorplan and banner: May 1st 2026.

Final date for expansion of your participation
You can expand your participation until July 1st 2026.

Entry tickets
You will receive your digital entry tickets around August 1st 2026.

Accessibility and parking

Address
the EuropArtFair takes place in:
MECC Maastricht
Forum 100
6229 GV Maastricht
https://www.mecc.nl/en/accessibility-parking/

Loading and unloading

Instructions for loading and unloading on Friday can be found here: https://europartfair.eu/mecc-loading-and-unloading/ Please report to the time slot you received. Further instructions will follow in due course.
Via the organization, you can purchase parking tickets at a discount in due course.

Other important notes

Organization EuropArtFair
The organization is in the hands of De Kunst Collega's B.V. from Roermond (NL).
info@europartfair.eu – www.dekunstcollegas.nl

Conditions of participation
By participating with the EuropArtFair you accept the conditions of participations of the EuropArtFair. The Dutch Law apllies to these conditions. You can find these conditions here: https://dekunstcollegas.nl/gtandc-artfairs

Cancelling or changing your participation
If you wish to cancel or change your participation, you are obliged to do so by e-mail (info@europartfair.eu). You can find the full cancellation policy in the terms of participation: https://dekunstcollegas.nl/gtandc-artfairs

Questions?
If you have any questions, you can email them to info@europartfair.eu or you can call on workdays between 08.30 until 17.00 on the phone number +31 475 794 003.

In case of questions during the days of the fair you can turn to the information desk.

Frequently asked questions

Can I change my participation after registration?
Yes, if you wish to change your participation after registration, like the rent of more or less space, extra spots, a table or other options like a different coloured background. Any questions or wishes can be sent per e-mail to info@europartfair.eu.

When do I receive the entry tickets that are included with my participation?
You can order the entry tickets digitally by a link which will provide. You can enter the email addresses of your guests yourself or send the link to your guests. You can order one ticket per email address.

Is my work insured during the?
You order insurance on your registration form. If you have forgotten to do so, just send an email to info@europartfair.eu. If you choose to use this insurance, your works will be insured from the moment of set-up in the exhibition hall until the end of the display for the public of the fair.

Am I allowed to sell my work during the EuropArtFair?
Yes, you are. You can talk to passing visitors with the goal to inform them, interest them, and stimulate them to buy your works. (However please respect the freedom of the visitors to use the opportunity to look at your works for all the time they need). You can also hand-out business cards, or the post cards of the MEDIUM promotion package, etc. Furthermore, you can make appointments for follow-up contacts per e-mail, with those interested at home, at your atelier, studio or workshop, etc. Experience teaches us that if you make a lot of appointments the amount of sales after the fair is (**significantly**) higher than during the fair.

What if I sold one of my works?
If you sold your work and the buyer wishes to take it with him/her directly, you have to accompany the buyer until the exit. This is to prevent theft. You also fill in a sales form that you get from the organization on the day of the set-up and we will give you and the buyer a festive gift. It is up to yourself how you sell your work. You can send a bill to the buyer or he can pay instantly at our information desk. We will transfer the money after reduction of costs into your account. We will only charge you the bank and administrative fees that we owe the supplier (5% of the total amount).

Am I allowed to price my works on display?
Yes, you can do this on the provided stickers from the organization, but this may also be done on your own price tags/stickers.

Am I obliged to pay any commission to the organization?
No, you determine the prices yourself and you don't pay any commission to the organization.

Is there enough light in the exhibition space?
The definition of "enough" light is different for everyone. Some will perceive the amount of light as perfect, others as bright and still others as dark. We provide two to three spotlights per booth depending on the size of the booth. If you want to be sure of extra light, we recommend renting additional spotlights. Our recommendation is one floodlight per two meters of rear wall and one

per side wall. Outside walls are not included in the price of the stand. The organization will send an offer in due time to artists with a stand with an outside wall.

Is it possible to rent (extra) spots during set-up?
Yes, on Friday, September 18 (or during the fair) you can still rent (extra) spots, but the number will be limited and there will be extra costs. We advise you to order extra spots prior to the fair. These will then be hanging when you come to set up.

Are there any guidelines I have to follow?
Yes, to ensure a good presentation of the works, there are some guidelines every participant needs to respect:

The participant is mainly free to decide which works he/she wants to exhibit. There are no restrictions concerning style, used materials and age. However, the following guidelines need to be followed by every participant:

The exhibited works need to be dry (paint/glue), cannot have any sharp objects, and need to be free of any toxic or otherwise dangerous substances. The exhibited works need to be ready to exhibit, that is to say framed (or spanned) and provided with a decent suspension system or, in case of a sculpture or 3-d objects, directly able to place.

Formats: the exhibited works can have a maximum height of 250 cm and the width and depth have to fit into your stand. Installations can only be exhibited if the setting-up of all the installations together takes no longer than 2,5 hours.

Art works cannot be hung one above the other and need to be hung next to each other with a distance of 10 cm in-between. This, so we can ensure a certain tranquillity in the overall presentation of the fair, on a professional level. Besides, 'less is more': try not to stuff your stand to full, but pursue a distinguished arrangement.

Am I supposed to be on my stand during the fair?
Yes, it is wished that you are at your stand during the opening hours of the fair. This way you can talk to interested visitors, buyers, etc., make appointments and sell your work.

When can I bring my work or have it delivered?
You can bring your work or have it delivered by courier on Friday, September 18, to the fair location. The fair will be built up on this day. To keep it orderly, you will be assigned a time block in which you must register or have the works delivered. Setting up your booth on a day other than Thursday or Friday is not possible.
To avoid problems with (late) delivery, you can also have your works sent to the organization's office. The organization will then take care of storage and transport to the location. Information about the costs can be requested at info@europartfair.eu.

Where can I park my car during the set-up?
See bottom of page 9.

I want to bring my work by van, where can I load and unload?
There are plenty of parking spaces at the MECC with no height restrictions.

Can I bring my own chair?
No, it is not allowed to bring your own (folding) chair. You will be provided with a chair by the organization. An extra chair can be rented on location.

Can I bring my own table?
No, the organization offers you the possibility to rent a table.

Can I bring a display cabinet for the presentation of small three-dimensional work?
Yes, for the presentation of small work (for instance: jewellery) you can bring a display cabinet. It cannot be higher than 250 cm and the width and depth have to fit into your stand.

Do I have to bring my own nails to hang my work?
No, you do not need to bring your own nails or screws. In fact, you are not allowed to use your own nails or screws. On the day of construction, the organization will provide you with sufficient screws that are specifically designed for the stand construction walls. PLEASE NOTE: you will need to bring your own electric screwdriver.

Can I bring "backup" work in case I sell my work?
Yes, you may. You may leave extra work in your car anyway at your own risk. If space is available at the location, you will be notified in a timely manner. It is not allowed to put 'back-up' work in your stand. This does not enhance the appearance of your stand or the fair.

Who decides if my work will be used for publicity?
You can control the different kinds of publicity for yourself, a lot. The organization decides which works will be published on the website, the entry tickets and/or with any other kinds of expressions. The organization will not charge you if any images of works are used by own initiative. Any form of discussion about the choices of the organization is not possible. There are certain ways of publicity, for which a contribution will be asked if you wish to be published in it. In that case you decide what to publish.

Will my name be corresponded on the stand?
Yes, the organization will take care of communicating the wished name on your stand.

Will there be an ATM nearby?
There is an ATM in the MECC.

Can art lovers pay for works of art with pin (bank card) or credit card?
Art lovers who want to pay for a work of art by pin (bank card), can use a mobile payment device of the organization. The amount will be transferred from the organization to the artist within a few days after the fair. We will only charge you the costs that we owe the supplier (3% of the total amount).

Do you have another question?
Send an e-mail to: info@europartfair.eu or call +31 475 794 003. We are happy to help. Clearly state that you are a participant of the EuropArtFair, so it will make it easier to help you.