

# Exhibition terms and conditions

In this document 'the Exhibitor' refers to the person or persons exhibiting. Where the exhibition is being put on by a group or collective, all correspondence and payment will be via a single contact who must be named by the collective on booking. All payments will be to a single payee; it is the collective's responsibility to divide the proceeds or costs accordingly between its members.

'The Visitor Centre' refers to Bournemouth Borough Council, its building at Barn Cottage, Hengistbury Head, and its staff at the above premises.

## Booking conditions

Exhibition periods run as agreed with the Curator at booking stage. The Exhibitor will be invited to install and take-down at a pre-agreed time.

The gallery space is bookable on a first-come, first served basis, and must be booked a minimum of one month in advance of the prospective exhibition. If the space is shared, the Curator will allocate hanging space as they see fit.

Exhibitions will run for a minimum of two weeks. Longer exhibitions are possible and encouraged, subject to availability.

Works exhibited may use a wide range of media, but should reflect the locality in some way. Other subject matter may also be appropriate, but should be pre-agreed with the Curator. The Exhibitor should liaise with the Curator if unsure. The Visitor Centre reserves the right to remove inappropriate work from exhibition or reject a concept if it does not meet the business objective of the Visitor Centre.

The exhibition area comprises the Upstairs Gallery within the Visitor Centre. Exhibitors may use the hanging system available. No exhibits may be mounted directly on the walls. If tables or plinths are required, they must be provided by the Exhibitor. A DVD player is available should the Exhibitor wish to use it and any such media requirements should be arranged at least one week prior to the exhibition opening. Any specific exhibition requirements should be agreed with the Curator at booking stage.

The mezzanine is a multi-function space and may be required for meetings, events or school visits during any exhibition. The Visitor Centre reserves the right to close the exhibition for the duration of the event, and will reopen it as soon as possible after the conclusion of the event.

## Sale conditions

All exhibits must be available for sale, with prices either marked on the works or in the catalogue.

All exhibits must be well presented and hung securely using the equipment provided.

I have read, understood and agree to abide by the above terms and conditions.

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Signed (Exhibitor): .....

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The Exhibitor must provide an itemised sale catalogue detailing as a minimum the title of each piece, a short description if not self-evident and the item's retail price. If the Exhibitor uses a coding system, the code should be present and match on both the exhibit and the sale catalogue.

Exhibits sold will remain on display marked as sold until the exhibition closes. The buyer will have the option to collect the exhibit after the exhibition closes or pay for postage in the instance that they cannot collect. If any specialist packaging is required, this must be provided by the Exhibitor.

All sales will be managed by the Visitor Centre, and the Exhibitor reimbursed at the end of the exhibition.

## Fees and payments

The Visitor Centre charges a 40% commission on all items sold from the Exhibition.

## Insurance

All exhibitions are hung at the Exhibitor's own risk. The Visitor Centre accepts no liability for loss or damage of exhibits. It is strongly recommended that exhibitors make adequate insurance arrangements in advance of the exhibition.

Exhibitors are encouraged to provide an attendant for their exhibition as often as possible, particularly at weekends. This helps to both safeguard exhibits and generate sales.

## Cancellations

The Visitor Centre must be informed as soon as possible of any cancellation by the Exhibitor. Exhibitors are entitled to a full refund of any fees paid unless the cancellation within 14 days of the exhibition opening. In cases of cancellation at short notice, only a partial refund will be available.

## Publicity

The Visitor Centre will assist in a small amount of publicity for the exhibition on Social Media and on notice boards. Photography must be supplied in .jpg or .pdf format in high resolution, at least 300dpi, and at least three weeks prior. Subject to publishing deadlines we may also be able to provide space in our seasonal events leaflet.

The Exhibitor is encouraged to supplement the above promotion with their own efforts. No additional posters may be put up around the nature reserve or car parks without express permission, and then only on public notice-boards. Any publicity material referring to Hengistbury Head Visitor Centre or Bournemouth Borough Council must be proof-read and standards approved by Visitor Centre staff before going to print.

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