



THE MARKET HOUSE CASTLE CARY



Exhibitions in the Shambles.

GENERAL RULES

- The exhibitor will provide information for the public with name, address and contact details.
- The exhibitor will provide a list of exhibits, with titles, prices, etc. and will label the art works appropriately.
- The exhibitor will set up and dismantle the exhibition within the time paid for or out of hours by prior arrangement.
- The exhibitor will take due care of health and safety issues when putting up the exhibition and adjusting the lighting.
- An exhibitor may book no more than three weeks per year.
- Payment must be in advance.
- The exhibitor must accept all risk of loss, damage etc for the duration of the exhibition.
- The exhibitor agrees not to show material likely to cause offence or upset.

ADDITIONAL RULES FOR WALL EXHIBITIONS.

- Art works must be framed appropriately and hung using the hanging system provided. No other form of attachment may be used.
- The exhibitor accepts that other booked activities, meetings etc will take place in the Shambles while the exhibition is on.
- The exhibitor must invigilate when the exhibition is open. If this invigilated time is booked in advance it must be paid for – in these instances heating will be provided.
- If the Shambles is not being used, at the last minute (ie on the same day) the exhibitor may open the exhibition and invigilate free of charge – in which case no heating will be provided.
- By arrangement, the Exhibition can also be open when the Information Desk in the Lobby is manned and there is no other booking in the Shambles, provided the Exhibitor agrees that visitors may view it without supervision. In these circumstances heating will not be provided unless specially negotiated.
- If the exhibitor wishes to sell cards and other such products he/she is free to do so when invigilating only. At other times these must be removed.

ADDITIONAL RULES FOR ENTIRE SPACE EXHIBITIONS

- Display boards, plinths etc. will be provided by the exhibitor.
- No nails, blue/white tack etc. will be used.
- The exhibition may last for a maximum of 5 days (as it prevents the use of the space by others)
- The exhibition will only be open when invigilated – invigilation to be provided by the exhibitor

I agree to abide by the above rules:

Signed

Dated