



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE
01952 727509
www.muchwenlock-tc.gov.uk
Town Clerk: Trudi Barrett

GUILDHALL EXHIBITION CONTRACT APPLICATION FORM

Dear _____

We will be very pleased to exhibit your work in the Guildhall at Much Wenlock on the following dates:

_____.

Please complete the tear off strip below to confirm that you accept the terms and conditions and return it to the Town Clerk at the above address.

Exhibition Terms and Conditions

- 1) All items must be clearly labelled with the exhibitor's name, the title and price.
- 2) For two-dimensional items, the label should be fixed on the back so that the top of the label confirms the top of the image. For three-dimensional items, the label should be fixed on the bottom so that the top of the label confirms the front of the piece.
- 3) A picture must be presented to a professional standard (not clip-framed) and fitted with a secure means of hanging.
- 4) Three-dimensional pieces must be firmly based, to stand without additional support.
- 5) Exhibitors are responsible for delivering items to and collecting from the Guildhall during normal hours of opening which are: Friday to Monday 11.00am – 4.00pm.
- 6) For group exhibitions we reserve the right to select up to three pictures per artist.
- 7) Exhibitors are responsible for their own publicity and a laminated A3 poster.
- 8) Exhibitors are responsible for insuring their exhibits, which are displayed at their own risk. The Town Council accepts no responsibility for loss, damage or breakage.
- 9) Payment will be made at the end of the month following closure of the exhibition less your commission fee of 22%.

If you have any queries or require further information please contact the Guildhall Custodian, Gillian Taylor
Email: guildhall@muchwenlock-tc.gov.uk

**To confirm that you accept the Guildhall Exhibition Terms and Conditions
PLEASE COMPLETE AND RETURN THE SLIP BELOW to the Town Council office (address shown above). Thank you.**

✂ _____ ✂

I have read and agree to comply with the above terms and conditions for exhibitors at the Guildhall.

NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____

SIGNED: _____ **DATE:** _____