

**GUILDFORD VILLAGE POTTERS**

**22 Meadow Street, Guildford WA 6055**

**Phone: 9279 9859**

email: [guildfordpotters@hotmail.com](mailto:guildfordpotters@hotmail.com)

**EXHIBITOR APPLICATION FORM**  
**and**  
**CONDITIONS OF EXHIBITION**

***This form and any relevant attachments should be completed, signed & returned to  
Guildford Village Potters as soon as possible in order secure your booking.  
Full payment of the exhibitors fee is required a minimum of 4 weeks in advance.***

NAME: ..... ABN: .....  
(where no ABN, please complete Statment by Supplier)

ADDRESS:.....

.....

Phone:..... Mobile: .....

Email: .....

Exhibition Proposal: .....  
(You may be asked to submit samples and/or photos of your work for consideration)

.....

**Exhibition Dates & Details:**

(to be completed in liaison with Guildford Potters Exhibition Co-ordinator & can be finalised at a later date)

EXHIBITION NAME: .....

SET UP DATE: .....

EXHIBITION START DATE: .....

"OPENING" DATE & TIME: .....

END DATE: .....DISMANTLE DATE: .....

*I have read and accept the attached conditions.*

.....  
(exhibitor to sign & date)

Received by Guildford Village Potters: Date.....

(Exhibition Accepted)

(signature).....

## GUILDFORD VILLAGE POTTERS

**22 Meadow Street, Guildford WA 6055**

**Phone: 9279 9859**

email: [guildfordpotters@hotmail.com](mailto:guildfordpotters@hotmail.com)

### CONDITIONS OF EXHIBITION

1. **An Exhibition Fee of \$250 per 4 week period is payable a minimum of 2 weeks prior to the agreed set up date.**
2. A 30% commission on all sales will be charged.
3. An electronic transfer for sales (less commission) will be issued at the end of the month in which those sales were made. Please make available your Banking details, ie: Account Name, BSB and Acc. No.
4. (a) All care will be taken, however Guildford Village Potters accepts no responsibility for loss or damage of any work exhibited.  
(b) Insurance for theft or damage is the responsibility of the exhibitor.
5. The exhibitor is responsible for all costs associated with printing, advertising and promotion.
6. You are encouraged to hold an "opening" or "meet the artist" event, however the exhibitor is responsible for the cost and supply of all refreshments.
7. (a) Exhibitors are required to provide a full catalogue/price sheet of items exhibited.  
**(b) All exhibited items must be clearly labelled and priced individually with a removable tag/sticker which shows name, price and item number (corresponding to catalogue).** *(sample sticker)*
8. It should be noted that the building is heritage listed and Council owned.  
No alteration may be made to the premises (eg drilling holes, painting) and any damage as a result of unauthorised work, or lack of care by the exhibitor may result in the exhibitor being liable for the costs involved in repair.
9. Please consider if you wish items within your exhibition to be taken/removed on purchase or if they should remain on display until the close of your exhibition. This matter should be discussed with the Exhibition Co-ordinator and a process determined accordingly.
10. Guildford Village Potters will provide assistance:
  - (a) if required with the set up and dismantle of your exhibition and at your opening event.
  - (b) in the promotion of your event by displaying and distributing flyers from our premises, posting on facebook and website and forwarding information by email to our mailing list.
  - (c) The exhibitor will be requested to supply images and a short "bio" which may forwarded to local newspapers or used for general promotional activities.
11. (a) Guildford Village Potters reserve the right to not accept or display any works if deemed inappropriate, of a poor standard or are not in accordance with the agreed proposal or conditions of exhibition.  
(b) Exhibitors should note that the final arrangement of work is at the discretion of the (Guildford Potters) Exhibition Co-ordinators.

