

**CHECKLIST/CONDITIONS FOR ARTISTS EXHIBITING IN CARRIAGE**

1. **SELECTION PANEL:** The Selection panel reserves the right to withdraw artwork that does not comply with the original selection criteria and/or conditions.
2. **EXHIBITION REQUIREMENTS:** An Carriage Application, obtainable from the Gallery must be fully completed and signed. All exhibits must be ready to hang/display. Single strand brass wire, fishing line or loose staples must NOT be used. Eye-screws on the inner side of the frame (10 cm from the top) are acceptable. Works must be in place no later than the Friday prior to Saturday openings and removed no later than the Thursday of the Exhibition's conclusion. Each artwork must be clearly marked with:-
  - The Title of the Work
  - The Artist's Name
  - The Medium used
  - The Price*(The artist's address and contact details must be shown in the printed catalogue).*
3. **SCULPTURE OR POTTERY EXHIBITS:** Labels or tags **must be provided** by exhibiting artists for any sculptures or pottery items. Additionally, work of this nature must be stable and of a manageable size.
4. **CATALOGUES:** The artist **must provide** their own catalogues.
5. **PUBLICITY:** Artists must provide their own publicity (media/press releases) etc. **well in advance** of their exhibition. They should also provide A4 flyers displaying several photographs of their art for display around the gallery and if required, for local businesses. Photographs on CD should also be provided to Trish for use by the Gallery and exhibiting artists **must agree** to permit reproduction of their work for promotional purposes if required. *(The general public are not allowed to photograph work being exhibited. There is a notice to this effect on the site).*
6. **COMMISSION:** Artists should be aware that 25% commission will be retained by Pomona Inc. on any sales. **Payments of sales will be made as soon as possible after the Exhibition closes.**
7. **INSURANCE:** While all care will be taken, exhibitors are reminded that Pomona Inc. or its' volunteers **cannot** take responsibility for any loss or damage of artwork.
8. **WITHDRAWAL OF WORK BY ARTIST:** Artwork sold prior to the closure of the exhibition **must remain on display** and not be removed until the exhibition closes.
9. **EXHIBITION OPENING REFRESHMENTS:** Artists should supply their own refreshments at exhibition openings or notify Gallery management if they need these provided at cost to exhibitor. The kitchen must be left clean and tidy when the Exhibition closes. One of our volunteers will close the gallery at 6.30 pm and if the guests have already left by this time, the exhibiting artist/s must remain behind until the gallery is secured.
10. **LIQUOR AT OPENING:** Under the Liquor Licence held by Pomona Inc. an 'Events Licence' will operate. **This means that liquor can be served on the site at Exhibition Openings providing the artist notifies Trish this licence is required and also the starting and finishing time that alcohol will be served.** The period of time within these hours that alcohol is available must be **strictly** adhered to. *The serving of alcohol to minors is absolutely banned.*

I, .....accept the above conditions.  
(Print name of exhibiting artist)

Signed.....(artist).....(date)