



Exhibitions - Terms and Conditions

1. All Exhibitions must be submitted via the online application form by **Friday 14 April 2017**. Any form received after this date will not be listed in the brochure. All sections of the form must be completed. The Festival reserves the right to have the final decision on the inclusion of any event in the brochure, and to editing as required to fit the space available.
2. A Feedback Questionnaire will be emailed to you which will ask you questions about your audience i.e. numbers, venue capacity, number of performers etc at the end of the Festival. **It is imperative to your participation in the Festival that you complete and return this questionnaire by Friday 21 November 2017** to assist in full evaluation of the Festival. Failure to do so will result in any future applications to the Festival being declined.
3. Please do not submit the form until the venue is booked, and the exhibition is confirmed. Entries in the brochure will be based solely on the information provided on the application form. Please inform the Festival Office as soon as possible if there are any changes to the publicised details. Amendments can be made on the Festival website, however, once the form is submitted, **any amendments or cancellations may be subject to an administration charge of £60 + VAT per amendment/cancellation.**
4. Exhibitions are NOT covered under the Festival's public liability insurance. It is recommended that public liability insurance be taken out to cover your event; however, please check with your chosen venue as this may be already in place.
5. Organisers are ultimately responsible for their own events. You should ensure that:
 - A high level of customer care is provided at all times
 - Adequate stewarding/staffing of the event is provided
 - The venue is a safe and suitable location for that event
6. Canterbury Festival cannot accept responsibility for the event or any loss, damage or injury that may occur.
7. Organisers should supply high resolution images as jpegs (300dpi) with the name of the exhibition, artist(s) and any copyright required in the filename and send to rachel@canterburyfestival.co.uk. We cannot guarantee entry of images in the brochure due to limited available space. All exhibitions will be listed with images on the Festival website www.canterburyfestival.co.uk.
8. Any Exhibitions organisers wishing to use venues owned by The King's School or The Dean and Chapter of Canterbury **MUST** enquire into their availability through the Festival Office. The Festival is not responsible for technical costs or any other expenses incurred. Technical requirements should be negotiated directly with the King's School or The Dean and Chapter once the Festival has agreed the venue booking.
9. Any additional promotional material that you print for your event **MUST** include the high-resolution Canterbury Festival logo. Organisers are encouraged to collect and distribute to their network a number of Festival brochures. This is a mutually beneficial arrangement to encourage attendance across the full programme of Festival events, and are available from late July at the **Festival Office, 8 Orange Street, Canterbury, CT1 2JA**.
10. Exhibition organisers agree to receive enquiries directly from visitors should the Festival Office be unable to provide the necessary information.
11. The Festival may provide limited local press coverage of exhibitions at its discretion. Organisers are of course welcome to pursue individual press interest.