

# Briggait Project Spaces Exhibitor Agreement

I.....

Will be occupying one of/both of the Briggait project spaces during the period

Install dates .....

Preview date and time.....

Exhibition dates.....

Exhibition take down period.....

On applying to use the Briggait project spaces, I have read the exhibiting guideline document fully and accept that it is my responsibility to:

- Be aware that the Project spaces are open between the hours of 10am - 5pm Monday - Friday.
- Arrange necessary invigilation of the space.
- Design and print my own marketing materials
- Bring sufficient tools and assistance to install the show.
- Consult Wasps property maintenance officer should you think any element of the work creates a health and safety issue.
- Organise transportation of the work to and from the Briggait
- Arrange insurance for the show and ensure all equipment is secure for the duration of the show
- Source drinks and refreshments if I wish to have a preview evening
- Take down my work within the week allocated after the show is finished and return the space in like condition.

In return, it is the responsibility of the Briggait Panel to:

- Make sure the space is clean on your arrival
- Arrange access prior to your arrival to install your show
- Provide emulsion and rollers to allow you to rectify any scuffs or marks on the wall
- Provide public liabilities insurance.
- Make sure there is staffing in place for your preview event.
- Open up and switch on the lights and any other equipment in the absence of invigilators between the hours of 10am - 5pm Mon-Fri.

Please note, Wasps staff are obliged to open the galleries every morning. It is your responsibility to ensure that invigilators turn up. We cannot be responsible for any work that is lost, damaged or stolen because the show is not invigilated.

If I think that any of the conditions listed above will present a problem, then I will contact the Briggait programming panel in the first instance.

Signed.....

Date.....