



EXHIBITORS GUIDELINES

Prospective exhibitors are kindly requested to read carefully the following guidelines intended to clarify both the exhibitor's and the Gozo Cultural Council, within the Ministry for Gozo obligations.

- 1 Request to exhibit in the Exhibitions' Hall is to be made in writing. Due to the amount of requests received, prospective exhibitors are advised to book well ahead of the planned exhibition.
- 2 The Gozo Cultural Council will consider all requests received but reserve the right to assign venue and time in accordance with its exigencies.
- 3 The exhibitor may be asked to produce samples of his/her work before approval is given for the use of the hall.
- 4 The Gozo Cultural Council / Ministry for Gozo may deny permission for the holding of a particular exhibition without having to give reason for its decision.
- 5 The Gozo Cultural Council / Ministry for Gozo do not charge any fee for use of its space and facilities. In return exhibitors will donate one sample of their work. The item to be donated has to be identified before the holding of the exhibition and has to be donated to the Minister for Gozo or her representative during the official opening of the exhibition.
- 6 The Department of Culture routinely informs the publicity media of all cultural events taking place under its aegis.
- 7 The exhibition will be inaugurated by the Hon. Minister for Gozo on the exhibitor's invitation. Moreover besides the artist's list of invitation the under mentioned lists must also be included: Chairman and members of the Gozo Cultural Council, Gozitan members of Parliament and list of VIP's.
- 8 Unless otherwise indicated, the official opening of the exhibition must be on a Friday evening.
- 9 The invitation cards and all publicity material and postage as well as the reception costs incurred during the vernissage are the responsibility of the exhibitor. In the case of Gozitan Artists, the Gozo Cultural Council is donating €116.50 to meet expenses.
- 10 The Culture Office will supply lists of artists and guests if exhibitor so requests.

- 11 The artist will be responsible for the setting up and dismantling of the exhibition.
- 12 As the inauguration of Exhibitions is usually done in the evening the duration of the inauguration and reception should never exceed 2½ hours.
- 13 The venue will be open to the public as follows:

Months from June to September

Monday to Friday	from 8.00 to 13.00.
Saturday	from 8.00 to 12.00. (Noon)
Sunday	from 9.00 to 12.00. (Noon)

Months from October to May

Monday to Friday	from 8.00 to 16.00.
Saturday	from 8.00 to 12.00. (Noon)
Sunday	from 9.00 to 12.00. (Noon)

An attendant is also provided to guard the exhibition.

- 14 Exhibitors should abide by the directions given by the attendant during the setting up of the Exhibition to avoid damage to exhibition board surfaces and other parts of the Hall. In any case the fixing of nails and any adhesive to any surface within the hall is strictly prohibited.
- 15 The Gozo Cultural Council\The Ministry for Gozo reserves the right to make use of the venue during the duration of an exhibition if the need arises.
- 16 The exhibitor will be liable for damages incurred during the duration of the exhibition due to lack of observance of the rules listed above.
- 17 In case that works are offered for sale during the Exhibition, the exhibitor should ensure that he/she conforms to the financial regulations in force at the time of the exhibition.
- 18 Exhibitors are enjoined to draw up an insurance policy on their works for the duration of the exhibition.
- 19 The Culture Office will take every reasonable measure for the safeguarding of the material during the whole time it is in its custody but all exhibits are the responsibility of the exhibitor and the Culture Office is not to be held liable for any loss, damage or depreciation in any way.
- 20 The signature of the exhibitor on the application form shall be deemed to imply the acceptance of these regulations.