



DAYLESFORD FOTO BIENNALE VENUE / EXHIBITOR AGREEMENT

Between **Venue**

Contact details:

address.....
 telephone..... mobile.....
 email.....contact person.....

Exhibitor or event

Contact details:

address.....
 telephone..... mobile.....
 email.....contact person.....

Event **opening** date Bump in date.....between

Event **closing** date Bump out date.....between

responsibility for preparing venue for event	event	venue	shared	other
responsibility for hanging of event	event	venue	shared	other
responsibility for manning of event	event	venue	shared	other
responsibility for official opening of event	event	venue	shared	other
responsibility for food and beverage at official opening of event	event	venue	shared	other
responsibility for bumping out of event	event	venue	shared	other
responsibility of restoring venue to original condition	event	venue	shared	other
responsibility for insurance of works against theft or damage	event	venue	shared	other
charge for use of space for duration of event	no charge	\$.....	inc GST	
agreed commission on sale of works and or merchandise	none	10%	20%	25% 30%
display of 3rd party signage	allowed	not allowed	negotiable	
hours of opening of event:				
Monday	to.....		
Tuesday	to.....		
Wednesday	to.....		
Thursday	to.....		
Friday	to.....		
Saturday	to.....		
Sunday	to.....		
Queens Birthday	to.....		

other conditions of use.....

This is not a legal document. It's purpose is to give the venue, the exhibitor /s or event, and the Daylesford Foto Biennale a list of agreed responsibilities for participation in DFB'07. If insufficient space to note all conditions, attach another sheet. Please complete, duplicate and circulate so that event, venue and DFB each have a copy.