

**Terms and Conditions
Post Box Gallery
Atkins Building Reception,
Lower Bond Street, Hinckley.**



- Artist's work must be brought in and collected on the specified pre booked dates. Any uncollected work will be taken down and stored at a rate of £20+VAT per day payable by the artist until it is collected.
- Atkins Building takes no responsibility for any damage incurred whilst work is in storage.
- Atkins Building does not provide insurance for any works submitted for Post Box Gallery
- All works need to be on string or picture wire as the Post Box Gallery will not support any other methods of hanging.
- Exhibitors may only use the hanging system in the the Post Box Gallery and not any other walls or surfaces
- Any works which Atkins Building deems too heavy for the hanging system or not strung to a satisfactory standard will be removed from display
- Artists will hang their own work in accordance to Health and Safety laws and Guidelines
- Atkins Building will not represent an artist exhibiting in the Post Box Gallery in regards to selling work. If work is for sale please provide labels for the pieces which have the price and contact details for buyers.
- Atkins Building reserves the right to alter Post Box Gallery exhibition dates in unexpected circumstances.
- Atkins Building will not store any exhibition packing material etc at any time during an exhibition.
- Atkins Building would like to use artist's work on the Atkins Building website and social media platforms with images accredited to the artist
- Please can you provide your social media handles so you can be tagged in Atkins Building social media posts on Facebook/Twitter/Instagram

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Post Box Gallery Exhibition from.....to.....

Artist Name(s).....

Artist(s) Address and Contact details

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I/We the Artist(s) agree to the above Terms and Conditions

Signed by the Artist(s)

Date

How we will use your information

Your information will be used so that we can deliver a public service. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. Your data will only be used by Hinckley & Bosworth Borough Council and our partners for the reasons it was collected. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page: <https://www.hinckley-bosworth.gov.uk/privacy>

Post Box Gallery hanging system STAS Mini rail, perlon cord, smart spring hook and zipper hook.

