

Exhibition Application Form & Agreement 展覽申請表格及同意書

Exhibition Venue 展覽場地

Art Gallery @ Soho East 蘇豪東藝術畫廊
Address: GA15-18, 55 Tai Hong Street, Lei King Wan, Hong Kong
地址: 香港鯉景灣太康街 55 號 GA15-18 號

Submission of application 遞交申請

Application will only be processed upon receipt of all the information as follows:
請填妥展覽申請表格並連同以下資料一併提交。

1. Exhibition Proposal 展覽計劃書
2. Photos of exhibited work 展覽作品圖片
3. Biography of artist / art group 藝術家/ 藝團的簡介
4. Information of previous exhibitions 以往展覽資料

Please submit your application no later than 2 months before the exhibition starts for approval.

展覽者請於展覽開始的兩個月或之前，提交展覽申請表格及同意書和有關文件以作批核。

Exhibition Agreement and Submission of Publicity Materials 簽約及提交宣傳資料

The gallery is non-profit, there is no rental charge for the use of the art gallery.
畫廊屬非牟利性質，嘉華並不收取場租

Exhibition agreement must be signed no later than 1 month before the exhibition starts, exhibitor is required to submit the following promotional items at the same time:
展覽同意書須於展覽開始的一個月前簽訂，同時請提交以下宣傳資料：

1. Posters and leaflets 海報及宣傳單張
2. Press Release 新聞稿
3. List of artpieces with size and value 展品清單連尺寸及價值
4. Artpiece photo 展品相片

Publicity 宣傳

K. Wah will publicise your exhibition through our Soho East website. However, exhibitor is responsible for the exhibition arrangement work and expense, including preparation, promotional materials, marketing works, hanging of artpiece and dismantling etc.

嘉華將會透過蘇豪東網頁宣傳有關展覽，但展覽者須自行負責展覽安排工作及費用，包括準備、宣傳物品、市場推廣、展品佈置及拆卸等。

All the promotional materials must show our gallery logo and Soho East logo, and released after our approval 所有宣傳品須印有畫廊標誌及蘇豪東標誌，並經批核後方可公開發放

K. Wah reserves the right to use the artpiece image for gallery-related promotion in the future, without paying any charges.

嘉華保留使用展覽品的圖像作為將來與畫廊有關宣傳之權利，而不需支付任何費用

Responsibilities of exhibitor 展覽者責任

1. Hanging system is provided at the gallery, please return the site in original condition after exhibition. 畫廊具掛畫設備提供，展覽後請以場地原狀歸還。
2. Exhibitor is not allowed to amend the existing facilities in gallery, including walls and lightings. 展覽者不得擅自改動畫廊原有設施，包括牆身及燈光。
3. Exhibitor is required to buy insurance for the artpiece at own cost, in which K. Wah can provide the related contact details of insurance company. 展覽者須自行為展覽品購買保險，嘉華可提供有關保險公司的聯絡方法。
4. During exhibition period, exhibitor is responsible for arranging gallery operator(s) to ensure smooth operation of the gallery. 展覽期內，展覽者須自行安排職員以確保畫廊正常運作。
5. Fees will be charged for any damage or loss. 如有任何損失或破壞，本公司有權提出賠償。
6. The term of this agreement will begin upon submission of your application, should the exhibitor be in breach of any terms and provisions of this agreement, K. Wah reserves the right to claim damages for such breach. 上述同意書之條文由展覽者遞交申請表開始生效，如有任何違反，嘉華保留向展覽者追討賠償之權利。

K. Wah reserves the right to accept or reject exhibition application 嘉華保留接受或拒絕展覽申請之權利

Exhibition Application Form & Agreement
展覽申請表格及同意書

Contact Details 聯絡資料

Name of exhibitor/ Art Group 展覽者/ 團體名稱

中文 _____

English _____

Correspondence Address 通訊地址 _____

Contact Person 聯絡人 _____

Title 職位 _____

Phone Number 聯絡電話 _____

Fax Number 傳真號碼 _____

Email Address 電郵地址 _____

Website 網頁 (If any 如有) _____

Exhibition Information 展覽資料

Exhibition Title 展覽名稱 _____

Exhibition Period 展覽日期 _____

Artpiece type 藝術品類別 _____

Presenter/ Sponsor (if any) 主辦機構/ 贊助 (如有) _____

Name 姓名

Signature 簽名

Date 日期