Exhibitions Media Agreement

Last revised 2 Feb 2023

| What is the name of your exhibition?  *Please type in capitals* |  |
| --- | --- |
| What are the confirmed dates of your exhibition?  *Eg: 29th March- 4th April* |  |
| Please provide some supporting text to describe your exhibition, including any contact details you would like the public to see.  *50 words max* |  |
| Exhibition Preview Date & Time  *\*If applicable* |  |
| What are your Social Media Handles / Website Link?  *\*Optional* |  |
| **Please remember to email your poster & any other relevant photographs, as soon as possible, with this form to** [**mediabeachcreative@gmail.com**](mailto:mediabeachcreative@gmail.com) **File format should be JPG / JPEG or PNG. No PDFS please.** | |

To increase publicity and engagement please tag Beach Creative in any additional content, relating to your exhibition, that you share on social media so that we can re-post. Our social media handles and web address can be found at the bottom of this form.

***Example promotional coverage of an exhibition:***

*-Poster/Image + all information listed on Exhibitions page on our website*

*-Initial social media post with Poster, Name/Date/Time + link to website*

*-Follow up social media post with Image(s)/Video(s) during exhibition install*

*-Final social media post with Image(s)/Video(s) to celebrate the exhibition preview*

**Terms and Conditions**

* By filling in this form, you are enabling us to help promote your exhibition. We will use this information, alongside your poster, for promotion purposes on our website & social media platforms including Facebook, Instagram, Twitter, LinkedIn. We may list your event on local creative directories and with other relevant organisations for promotional purposes.
* Beach Creative reserves the right to edit submitted text, if need be, to best fit the online platform we are using and the word count available.
* It is your responsibility to send us accurate details and to edit your own form if you make any errors.
* Without this form we may be unable to promote your exhibition, if you have any problems in completing the form please contact [mediabeachcreative@gmail.com](mailto:mediabeachcreative@gmail.com) or speak to someone in person at Beach Creative if you cannot access a computer.
* Beach Creative operates largely through the support of volunteers. It is your responsibility to generate and submit good quality media for promotion. In the instance that Beach Creative is able to utilise in-house photographers to generate additional media content for promotion, we reserve the right to do so.
* When submitting media for promotion, please provide photographs/videos without faces, unless you have their permission. Please provide media content as soon as possible to avoid any delays in promotion.
* In the instance that Beach Creative cannot provide the amount of promotional coverage as detailed in the example on page 1 due to staff illness or similar, alternative promotional coverage will be agreed upon.
* Beach Creative is not responsible for printing copies of your poster, however you can print onsite for a small donation.
* It is your responsibility to distribute your own posters/fliers in the lead up to your exhibition.