



**Norfolk & Norwich
Open Studios**

Norfolk & Norwich Open Studios
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School's Terms and Conditions

1. Norfolk & Norwich Open Studios does not guarantee that every participating school will have an image in all the publicity produced.
2. Norfolk & Norwich Open Studios reserves the right to edit text supplied for use in promoting the scheme.
3. In the event of applications received exceeding the space available in the NNOS brochure, we reserve the right to select schools on a first-come/first-served basis.
4. All schools must ensure that their exhibition is open on the days and times that are published in the NNOS brochure and website.
5. All schools are responsible for their own insurance cover including public liability. Each school has a responsibility to ensure the safety of their visitors. Norfolk & Norwich Open Studios does not accept any liability for visitor safety.
6. Schools are responsible for the insurance of art work in their exhibition at all times.
7. Whilst every effort will be made to ensure the accuracy of information included in the NNOS brochure/website, NNOS cannot be held responsible for any omissions or mistakes which occur.
8. Norfolk & Norwich Open Studios has no responsibility for or liability from any business that may ensue from each school's participation in Norfolk & Norwich Open Studios.
9. All schools agree to ensure their school or exhibition venue is well presented, safe and welcoming to all visitors and/or members of the public, including the use of good, clear exterior and interior signage and directions (particularly on the roadside if the school/venue is difficult to find).
10. Images supplied with completed NNOS School application forms must be of appropriate quality for inclusion in the NNOS brochure.
11. Each school is responsible for ensuring that any images of pupils submitted as part of their NNOS application have appropriate image permissions for publication in the NNOS brochure and website.
12. **Cancellation policy** – if a school decides to withdraw from NNOS after 12 January 2018, we cannot guarantee that we will be able to remove the school's listing from the NNOS brochure before it is published.
13. All schools must include the official NNOS logo in any print/maps that are produced (this will be sent to all participating schools in the marketing pack in March).