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## TERMS AND CONDITIONS

- Booking Confirmation:** The above Venue hire is required to be paid in order to secure your booking. Prior to the hire period commencing, the exhibitor will be required to enter into a Venue rental agreement and to pay the security deposit and housekeeping fee referred to below.
- A **200€ security deposit is required** and is refundable subject to the Venue being confirmed by the Venue supervisor on inspection at the end of the hire period as being clear and free from any damage. If there is any damage or clearing is required then the cost of the repair or clearing will be deducted from the deposit.
- Set Up and Break Down:** The period of hire should include any periods required for set up and break down of an exhibition. Hanging is solely done on the hanging wires and no holes on the wall are permitted. Assistance for set up or break down can be provided by the Venue at an additional cost of 10€ per hour.
- Housekeeping Fee:** The Venue will be delivered clean to an exhibitor on the set up day. The exhibitor is responsible for maintaining the venue clean at all times and to ensure the venue is returned clean and clear at the end of the hire period. The venue can provide a daily cleaning service, charged at 8€ if required. This would need to be confirmed at least a week in advance of the commencement of the hire period.
- Exhibition Attendant & Security:** The exhibitor is responsible for the security of the works, of overlooking the space and assigning an exhibition attendant, during the course of their rental period. Apothiki is not responsible for the security of the space or of the items exhibited. Apothiki may provide an exhibition attendant if requested, subject to an additional fee.