

2021 Exhibition Schedule: Key Dates (Indicative Only)

	<i>Responsibility of...</i>	<i>Date...</i>
1. Submission deadline for 2021 applications	Exhibitor	14 th June 2020
2. Notification of proposal outcome	Canberra Potters	By 31 st July 2020
3. Return to Canberra Potters the signed Exhibition Agreement with requested details filled in.	Exhibitor	Within 30 days of notification
4. One high quality image, short artist statement and/or CV for early promotion	Exhibitor to send to Canberra Potters	3 months prior to exhibition opening
5. Organisation of opening speaker. Details, including the person's job title, position, etc to be forwarded to CPS.	Exhibitor to arrange & notify Canberra Potters	6 weeks prior to exhibition opening
6. Supply of images, fuller and/or updated artist statement and up-to-date CV. At least one high quality image is required for the invitation.	Exhibitor to send to Canberra Potters	6 weeks prior to exhibition opening
7. Invitation (printed and electronic versions) ready.	Canberra Potters	2-3 weeks prior to exhibition opening
8. Distribution of exhibition information to promotional outlets.	Canberra Potters	2-3 weeks prior and ongoing until exhibition opening
9. Media release	Canberra Potters	1-2 weeks prior to exhibition installation
10. Exhibition installation and delivery of works	Exhibitor	Tuesday and Wednesday the week of the exhibition opening (negotiable)
11. Production of price list	Canberra Potters	Tues/Wed of installation week
12. Opening event	Exhibitor	Usually the Thursday of opening week (negotiable)
13. Exhibition take-down	Exhibitor	Monday after the exhibition closes
14. Payment of sale proceeds to exhibitors, after deduction of commission	Canberra Potters	Within 1 month after the close of the exhibition