



TERMS AND CONDITIONS

PERSONALISED NAME PLAQUE IN THE WALKWAY OF HONOUR

- The National Carriage Factory Campaign is a fundraising campaign developed to raise funds for the National Carriage Factory at Cobb+Co Museum in Toowoomba.
- Cobb+Co Museum is part of the Queensland Museum network. All fundraising activity for the Queensland Museum is conducted by the Queensland Museum Foundation (Foundation), ABN 71 409 081 264.
- For a limited time, or while places are available, individuals, corporations, organisations (or similar) donating \$250 or more to the National Carriage Factory Campaign are entitled to receive acknowledgement with a personalised 'donor plaque' displayed in the *Walkway of Honour* planned for the National Carriage Factory development.
- Donor plaques measure 30cm long and 19cm high and can contain up to 18 words of acknowledgement text **across two lines**. Donors **cannot** pay to have additional text added. Abbreviations count as words and are to be avoided.
- Acknowledgement text will be aligned to the bottom left of the plaque. **All** text will be white, in **Myriad Pro** typeface at **21 point** size. Correct punctuation, grammar and the use of italics, bold and capital letters will be applied at the discretion of the Foundation. Images, including photographs and logos, **are not permitted** on the donor plaque/s.
- Acknowledgement text can: be in memorial to a loved one, **or** commemorate **either** a company, family **or** individual name/s.
- Acknowledgement text must be in keeping with the tone and intent of the *Walkway of Honour* which is a major display component of the National Carriage Factory Project at the Cobb+Co Museum. Text will be checked for derogatory language, phrases and suitability. Abbreviations and unnecessary adjectives are to be avoided. The Foundation will approve all plaque text, and suggest alterations if required. The Foundation reserves the right to refuse plaque text if deemed inappropriate for any reason. Funds will be returned to the donor if agreement on the acknowledgement text cannot be reached.
- If there is no obvious connection between the donor and the preferred acknowledgement text, the Foundation may ask the donor to provide clarification or evidence of their relationship/association with the acknowledgement text. If evidence is not provided when requested, a plaque will not be issued and the Foundation will return the funds to the donor.
- Donors failing to confirm their donor plaque text by the nominated due date will be acknowledged at the discretion of the Foundation.
- The *Walkway of Honour* will contain a limited number of donor plaques. Plaques will be placed at the discretion of the Cobb+Co Museum. No requests regarding donor plaque placement or colour preference will be considered and neither Cobb+Co Museum nor the Foundation will not keep a note of each individual plaque location. Once placed, donor plaques must not be altered in any way, whether this is by pen, marker, paint etc. and the Cobb+Co Museum reserves the right to take appropriate action should this occur. Once a plaque is installed it cannot be removed or altered by the donor, however Cobb+Co Museum has the right to remove or relocate plaques to an alternative site if needed to accommodate future displays.
- The *Walkway of Honour*, including all donor plaques, will be unveiled as part of the formal opening celebrations for the redeveloped Cobb+Co Museum planned for late 2010.

