

# ENTRY FORM

for an exhibition @ *The Mill*

**PRINT this 2-page document – then:**

- Complete page 1 – **Entry Form** – by hand and bring it with you when you submit your work(s)
- Keep page 2 - **Terms & Conditions** – for reference

## Title and dates of exhibition:

*Inspired!* – 30 May to 19 July 2019

**Before completing this form** please read the Terms & Conditions (T&C) – **and tick to confirm**

- I have read, and will abide by, the Terms & Conditions as stated on p.2.
- I have included 20% commission for The Mill in price(s) quoted for work(s) for sale

**YOUR CONTACT DETAILS** please **PRINT** all details, including email address (*email addresses are not case-sensitive*)

Name: ..... Tel: .....  
Address: .....  
Email: .....

If you do **not** want to be added to our mailing list please state **NO** here: .....

## DETAILS OF WORK(s) SUBMITTED please PRINT all details

### Artwork

Title: .....  
Medium: ..... Price (or NFS): £.....  
If price is variable (eg framed or unframed – original or limited print copy) enter details here:  
.....  
.....

### Poem(s)

1. Title: .....
2. Title: .....
3. Title: .....

### PAYMENT

- I have paid a total of: £ ..... ie £10 or £5 (*reduced rate*) for an artwork – and/or £10 or £5 (*reduced rate*) for one poem + £5 for second and third poems.

### CATALOGUE and PROMOTION DETAILS

Details in the catalogue will be your name, the title of your work(s), medium and price or NFS. **If you would like an email address, website or other contact** included in the catalogue, please enter details here:  
.....

The Mill will promote the exhibition by using images on its website and on social media. **If you would prefer us NOT to use images of your work, please state NO here:** .....

**Please now SIGN here:** .....

### FOR OFFICE USE ONLY

Details to be entered and boxes ticked ✓ by Mill reception volunteers

**This submission has been received:**

On (enter date) .....

By (print your name) .....

**Payment of £** .....has been received and

- Put in the black cash tin and
- Recorded in the cash record book as *payment by XXX (submitter's name) for submission(s) for Inspired! Exhibition.*

**I have made two copies of this form** and

- returned the original to the submitter
- put the copies in the plastic sleeves labelled "Completed Entry Forms" and "Curator's copy of completed Entry Forms"

**I have taken the work(s) submitted upstairs for storage – or have asked another member of staff/volunteer to do so.**

## Terms and Conditions of Entry

1. The exhibitors will either live or work in Waltham Forest.
2. A maximum of 1 artwork and/or 3 poems can be submitted.
3. The fees are:

**For an artwork:** £10 – or £5 (for unemployed or low-waged).

**For poems:** £10 - or £5 (for unemployed or low waged) for one poem. £5 each for second or third poem (no reduced rate).

*Payment must be submitted in cash when entries are handed in.*

*Receipt for payment* – please ensure you are given a copy of your completed Entry Form - after details have been added in the 'For Office Use Only' box by a Mill member of staff or volunteer - to confirm your submission and payment made.

4. The Mill's Art Works team will be responsible for the selection and hanging of works and only exhibitors who are not accepted will be contacted (and offered a refund).
5. A signed entry form – *see page 1* – stating agreement to these terms and conditions, and including contact details, must be submitted with all entries.
6. Submission dates - all work must be handed in to The Mill, 7 - 11 Coppermill Lane, E17, on one of the following four dates:

Thursday 16 May or Friday 17 May - between 9.30am-6pm

Saturday 18 May or Sunday 19 May - between 10am-2pm

7. Works may be for sale and prices should include 20% commission, payable to the Mill.
8. All work must be labelled at the back, with the artist's name, contact details and title of piece.
9. Work should be ready to hang with string attached.

The maximum size is 50x70cm and maximum weight is 2kg (*although this is negotiable*)

**Please note – clip-frames are not acceptable**

10. Exhibits will not be insured by The Mill. It is recommended that those with any concerns take out their own insurance.
11. All personal details provided by exhibitors will be used only by The Mill's Art Works team and will not be shared with any third party unless the exhibitor has given permission – eg for inclusion in the exhibition catalogue.
12. Exhibitors who would prefer images of their work NOT to appear on The Mill's website and other social media should indicate this on the Entry form on p.1
13. Collection date - works are to be collected from The Mill on:

Saturday 20 or Sunday 21 July – 10am-2pm

If you are not able to collect on those dates, please email [mo@themille17.org](mailto:mo@themille17.org) to agree another date, which must be no earlier than 20 July and no later than Sunday 28 July. *The Mill does not have space to store uncollected works. **Any work not collected by an agreed date will be disposed of.***

14. For all queries, please email: [mo@themille17.org](mailto:mo@themille17.org).



The *Inspired!* exhibition will be at The Mill from 30 May to 19 July - as part of the 2019 E17 Art Trail.

There will be a celebratory “**Meet the Artists**” breakfast 11am-1pm on Sunday 7 July.

**Entry Form is on page 1 .../**