

# 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:

*All Stitched Up – 10 October to 6 December 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
- I will submit my work(s) on 26, 27, 28 or 29 September

## YOUR CONTACT DETAILS

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

Name: ..... Tel: .....

Address: ..... Email: .....

- Please ✓ **tick this box to confirm if you would like to** (a) continue to be included on or (b) be added to The Mill's Artworks email list to receive information about future exhibitions. It's the best way to keep in touch with what's going on 'artwise' @ The Mill ... !

## DETAILS OF WORK(s) SUBMITTED

 please **PRINT** all details

1. **Title:** .....

Medium: ..... Price (or NFS): £.....

If price is variable (eg framed or unframed – original or limited print copy) enter details here:

.....

2. **Title:** .....

Medium: ..... Price (or NFS): £.....

If price is variable (eg framed or unframed – original or limited print copy) enter details here:

.....

3. **Title:** .....

Medium: ..... Price (or NFS): £.....

If price is variable (eg framed or unframed – original or limited print copy) enter details here:

.....

## PAYMENT

- I have paid a total of: £ ..... ie £10 or £5 (reduced rate) for each work submitted.

## 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 details** included in the catalogue, please enter details 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 (artist's name) for "All Stched Up" submission*

**I have made a copy of this form and**

returned the original to the artist

put the copy in the "Completed Entry Forms" section of the blue file.

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

**Terms & Conditions are on p.2 .../**

## Terms and Conditions of Entry

1. The exhibitors will either live or work in Waltham Forest.
2. A maximum of 3 artworks can be submitted.
3. The fees are:  
**Per artwork:** £10 – or £5 (for unemployed or low-waged). *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:  
Thursday 26 or Friday 27 September 2019 - between 9.30am-6pm  
Saturday 28 or Sunday 29 September 2019 - between 10am-2pm

7. Works may be for sale and prices should include 20% commission, payable to the Mill.
8. All work must have a label attached giving the artist's name, contact details and title of piece.

9. Please present work which is **ready to display** .  
Framed work should be strung across the back. Some textile work can be hung from loops or rings incorporated into the piece - *if you have any concerns please contact [artworks@themille17.org](mailto:artworks@themille17.org) before the hand in dates.*

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

10. The maximum size is 50x70cm and maximum weight is 2kg (*although this is negotiable*)
11. Exhibits will not be insured by The Mill. It is recommended that those with any concerns take out their own insurance.
12. 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.
13. Exhibitors who are agreeable to images of their work appearing on The Mill's website and other social media should indicate this on the Entry form on p.1.
14. Collection dates - works are to be collected from The Mill on:  
Saturday 7 or Sunday 8 December – 10am-2pm  
If you are not able to collect on those dates, please email [artworks@themille17.org](mailto:artworks@themille17.org) to agree another date, which must be no earlier than 7 December and no later than Friday 13 December. *The Mill does not have space to store uncollected works. **Any work not collected by an agreed date will be disposed of.***
15. For all queries, please email: [artworks@themille17.org](mailto:artworks@themille17.org).

### **INVITATION TO LAUNCH EVENT – Thurs 10 October – 6.30pm-8.30pm**

We hope you will be able to come along to this social gathering to launch the exhibition. Light refreshments will be provided by The Mill. See you there!



**The *All Stitched Up* exhibition will be at The Mill from 10 October to 6 December 2019.**

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