

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:

Playing with colour – 13 February to 1 May 2020

Before completing this form please read the Terms & Conditions (T&C) on p2– **and then ✓ 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 30 January, 31 January, 1 February, or 2 February 2020

YOUR CONTACT DETAILS

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

Name: Tel: Address:

Email: Please tick Yes or No to confirm if you would – or would not - like to be added to (or remain on) The Mill’s Art Works email list. *Making sure your email is on this list is the best way to ensure you will hear from us regarding the current exhibition – and future exhibitions.* We will use your email address only to send you information about exhibitions and other Mill Art Works matters.

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:
.....

The Mill will promote the exhibition by using images of your work on its website and on social media. Please tick to indicate if you are happy for us to do so Yes or No

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 “Playing with colour” 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 given the artist an A4 copy of the exhibition poster

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 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 your completed Entry Form is returned to you, after details have been added in the 'For Office Use Only' box by a Mill member of staff or volunteer. *This will be your receipt.*

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 dates:

Thursday 30 or Friday 31 January 2020 - between 9.30am-6pm

Saturday 1 or Sunday 2 February - 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. Work should be ready to hang with string attached.

The maximum size is 50x70cm and maximum weight is 2kg (*although this is negotiable – in which case, email artworks@themille17.org*)

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 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.

13. Collection dates - works are to be collected from The Mill on:

Saturday 2 or Sunday 3 May – 10am-2pm

If you are not able to collect on those dates, please email artworks@themille17.org to agree another date, which must be no earlier than 2 May and no later than Friday 8 May 2020. *The Mill does not have space to store uncollected works. **Any work not collected by an agreed date will be disposed of.***

14. For **exhibition specific queries**, please email the **Playing with Colour curator** – [Lucy Pritchett](mailto:Lucy.Pritchett).
For **general queries** about Art Works @ The Mill email the [volunteer administrator](#)



The *Playing with colour* exhibition will be at The Mill from 13 February to 1 May 2020

INVITATION TO LAUNCH EVENT – Thurs 13 February 2020 – 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!