

ENTRY FORM

for the *Lockdown through lens* exhibition @ The Mill

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 any photograph(s) for sale
- ☐ I have put a label on the back of all photographs submitted - giving my name, my telephone number, and title of the work

What is the significance to you of the photograph(s) you have submitted? If you would like to submit some brief text (max 50 words) explaining the photograph's significance to you, please attach it to the photo and the text will be displayed beside it. However, this is entirely optional.

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

Name: Tel: Email: *

* Please tick ☐ Yes or ☐ No to confirm if you would – or would not - like your email address 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:

- ☐ NFS or Price £ If price is variable (eg framed or unframed original or limited print copy) enter details here:
- ☐ It is optional to provide text explaining the photo's significance. If you have provided text (max 50 words) please tick this box
- ☐ If you would like this photo included in the online version of the exhibition tick this box and please read and follow instructions at the bottom of the page overleaf. Again, this is optional.

2. Title:

- ☐ NFS or Price £ If price is variable (eg framed or unframed – original or limited print copy) enter details here:
- ☐ It is optional to provide text explaining the photo's significance. If you have provided text (max 50 words) please tick this box.
- ☐ If you would like this photo included in the online version of the exhibition tick this box and please read and follow instructions at the bottom of the page overleaf. Again, this is optional.

3. Title:

- ☐ NFS or Price £ If price is variable (eg framed or unframed – original or limited print copy) enter details here:
- ☐ It is optional to provide text explaining the photo's significance. If you have provided text (max 50 words) please tick this box.
- ☐ If you would like this photo included in the online version of the exhibition tick this box and please read and follow instructions at the bottom of the page overleaf. Again, this is optional.

PAYMENT I have paid a total of: £
ie £10 or £5 (reduced rate) for each work submitted. Payment can be made in cash or by card.

DETAILS IN THE CATALOGUE will be your name, the title of your work(s), and price or NFS (not for sale). If you would like an email, website or other contact details included, please enter details here

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

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

☐ In cash or ☐ By contactless card

☐ I have made a copy of this form and

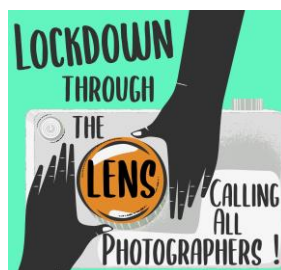
☐ returned the original to the photographer

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

☐ I have asked a member of staff to ensure the work is taken to the designated storage area.

Terms and Conditions of Entry

1. The exhibitors will either live or work in Waltham Forest.
2. A maximum of 3 photographs can be submitted.
3. The fees are:
Per photo: £10 – or £5 (for unwaged). *Payment must be submitted when entries are handed in – and can be in cash or by card. 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 photographs and only exhibitors who are not accepted will be contacted (and offered a refund).
5. A completed 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 7HA, on one of the following dates:
Wednesday 28 to Friday 30 April, and Saturday 1 May – 10.30am-2.30pm
Wednesday 5 May to Saturday 8 May – 10.30am-2.30pm
7. Works may be for sale and prices should include 20% commission, payable to the Mill.
8. All work must have a label on the back giving the photographer's name, contact details and title of piece.
9. (a) Framed photographs 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*)
(b) Unframed photographs must be printed on photographic or heavyweight paper
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 wish images of their work to be included on The Mill's website and other social media should indicate this on the Entry form on p.1.
13. Collection dates – photographs must be collected from The Mill on:
Saturday 26 or Sunday 27 June – 10.30am-2.30pm
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 26 June and no later than Friday 2 July 2021. *The Mill does not have space to store uncollected works. **Any work not collected by an agreed date will be disposed of.***
14. For queries please email artworks@themille17.org



The *Lockdown through the lens* exhibition will be at
The Mill from 19 May to 24
June 2021

Please note – clip-frames are
not acceptable

EXHIBITION ONLINE

There will be an online version of the exhibition on our website – if you would like any of your photographs included please tick the relevant box on page 1 – and then send an image to artworks@themille17.org with the subject line “Image(s) for online exhibition”.

Technical specifications:

- To avoid any pixelation or blurriness, your exhibition's “Feature Image” should be a high quality .jpg or .png file measuring 1920px x 1000px up to a maximum file size of 2MB.
- For images that are taller than they are wide (e.g. are a Portrait aspect), the minimum height of the file should be 570px high.
- For images that are wider than they are tall (e.g. are a Landscape aspect), the minimum width of the file should be 1095px wide.
- For images that have a Square aspect, the file should be a minimum 570px (wide) x 570px (high).