

# 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:

**Freedom – 1 July 2021 to 20 August 2021**

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

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

**Name:** ..... **Tel:** ..... **Email:** .....\*

\* **Please tick  Yes** to confirm if you would like your email address to be added to (or remain on) The Mill's Art Works email list - or  No if you would prefer to not go on the list. We hope you will tick 'yes' as 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

### Art work

**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, 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 would like to promote the exhibition by using images on its website and on social media. If you are able to send an image, please ✓ below to confirm:

- I have sent an image to [artworks@themille17.org](mailto:artworks@themille17.org) – and am happy for this to be used by The Mill for promotion purposes.

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

### 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 artist

put the copy in the "Completed Entry Forms" section of the pink 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 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 when entries are handed in – by card (preferred) or in cash.

*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 display 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 three dates:

**Dates:** Wednesday 16, Thursday 17 and Friday 18 June

**Times:** During Mill opening hours - which will depend on whether there are any Covid restrictions still in place – check [here](#) or ring 020 8521 3211

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. Poems should be provided as printed copy – on high quality paper max size A4.
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** – will be Saturday 21 August and Sunday 22 August. *We will be in touch with all exhibitors by mid-July to confirm exact times on each day.*
15. For all queries, please email: [artworks@themille17.org](mailto:artworks@themille17.org).

The *Freedom* exhibition  
will be at The Mill as part  
of the 2021 E17 Art Trail.  
It will run from 1 July 2021 to 20 August 2021.



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