

ENTRY FORM

for the *Picture it!* 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

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 works for sale
- I have put a label on the back of all works - giving my name, my telephone number, and title of the work – and have also added (optional) text – see below

What is the significance to you of the work(s) you have submitted? If you would like to submit some brief text (max 50 words) explaining the work's significance to you, please attach it to the work and the text will be displayed beside it. However, this is entirely optional. If you do submit text, please include the title of the literary work, or just the one word, that has inspired you.

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.

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.

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 work's significance. If you have provided text (max 50 words) please tick this box to confirm you have attached the text to the back of the work.

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 work's significance. If you have provided text (max 50 words) please tick this box to confirm you have attached the text to the back of the work.

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 work's significance. If you have provided text (max 50 words) please tick this box to confirm you have attached the text to the back of the work.

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

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

SIGN

Date:

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, low-waged or children). *Payment must be submitted when entries are handed in – by cash or 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 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:
 - Tuesday 15 - Friday 18 March - 10.00am - 3.00pm, and
 - Saturday 19 and Sunday 20 March - 10.00am - 2.00pm
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 and – optional - text of up to 50 words explaining the work’s significance.
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:
 - Tuesday 24 to Friday 27 May 2022 – 10am-3pm, and
 - Saturday 28 and Sunday 29 May 2022 – 10am-2pm

Times may be subject to change

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 24 May and no later than Friday 3 June 2022. *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 **Picture It! curator** vanessa@themille17.org
15. For **general queries** about Art Works @ The Mill email artworks@themille17.org

INVITATION TO LAUNCH EVENT – Thurs 31 March – 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!

