

# 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:**

*Made in Walthamstow* will be on display from  
Tuesday 20 September to Saturday 12 November 2022

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 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: ..... Address: .....

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

- Title:** .....  
Medium: ..... Price (or NFS): £ .....  
If price is variable (eg framed or unframed – original or limited print copy) enter details here:  
.....
- Title:** .....  
Medium: ..... Price (or NFS): £ .....  
If price is variable (eg framed or unframed – original or limited print copy) enter details here:  
.....
- Title:** .....  
Medium: ..... Price (or NFS): £ .....  
If price is variable (eg framed or unframed – original or limited print copy) enter details 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

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 exhibition file.

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

**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:

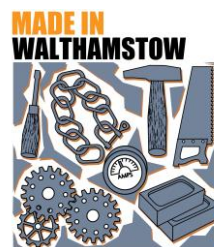
.....

**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:** ..... **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.*



The *Made in Walthamstow* exhibition will be at The Mill from Tuesday 20 September to Saturday 12 November 2022

*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 6 to Friday 9 Sept – 10am-5.30pm
  - Saturday 10 and Sunday 11 Sept – 10am-2pm



**Please ensure that your works are in a bag or other wrapping to ensure they are not damaged during storage. If particularly fragile, use a box and/or bubble wrap.**

7. Works may be for sale and prices should include 20% commission, payable to the Mill.
8. All work must have a label attached to the back giving the artist's name, contact details and title of the work.
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](mailto: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 15 to Friday 18 Nov – 10am-5.30pm, and
  - Saturday 19 and Sunday 20 Nov - 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 Tues 15 November and, ideally, no later than Sunday 27 November 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 **queries**, please email [artworks@themille17.org](mailto:artworks@themille17.org)

### **INVITATION TO "MEET THE ARTISTS" EVENT – Thursday 22 September – 6.30pm-8.30pm**

We hope you will be able to come along to this informal social gathering to meet other exhibitors and members of the Art Works Team. Light refreshments will be provided. See you there!