

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:

My Happy Place will be on display from
Tuesday 22 November 2022 to Saturday 21 January 2023*

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) which are 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 remains on or is added to 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:

.....

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 exhibition 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 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 8 to Friday 11 November – 10am-5.30pm
- Saturday 12 and Sunday 13 November – 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*)
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. Collection dates - works are to be collected from The Mill on:

- Tuesday 24 to Friday 27 January 2023 – 10am-5.30pm
- Saturday 28 and Sunday 29 January - 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 Tuesday 24 January 2023 and, ideally, no later than Sunday 5 February 2023. *The Mill does not have space to store uncollected works. Any work not collected by an agreed date will be disposed of.*

13. For **queries**, please email artworks@themille17.org

INVITATION TO "MEET THE ARTISTS" EVENT – Thursday 24 November 2022 – 6.30pm-8.30pm

We hope you will be able to come along to this informal social gathering to meet other exhibitors. Light refreshments will be provided by The Mill. See you there!



The My Happy Place exhibition will be on display at The Mill from 22 Nov 2022 to 21 Jan 2023*