# ENTRY FORM for an exhibition @ The MILL

## Title and dates of exhibition:

**Don't Grow Up** – 14 November 2023 to 21 January 2024

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

## 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

If you are not able to print the form, there will be spares at The Mill for you to complete when you submit your work(s).

<ul> <li>I have included 20% commission for The Mill in price(s) quoted for work(s) for sale</li> </ul>	work(s).
☐ I have put a label on the back of all works submitted - g	iving my name, my telephone number, and title of the work
YOUR CONTACT DETAILS please PRINT all details, including email a	ddress (email addresses are <u>not</u> case-sensitive)
Name: Tel:	Address:
Email:	
Please tick Yes or No to confirm if you would – or would not Mill's Art Works email list. Making sure your email remains on our regarding the current exhibition – and future exhibitions. We exhibitions and other Mill Art Works matters.	or is added to this list is the best way to ensure you will hear from
DETAILS OF WORK(s) SUBMITTED please PRINT all deta	FOR OFFICE USE ONLY
1. Title:	Mill reception volunteers
Medium: Price (or NFS): £	This submission has been received:
If price is variable (eg framed or unframed – original or limited print copy) enter details here:	<b>On</b> (enter date)
	By (print your name)
2. Title:	Payment of £has been received
Medium: Price (or NFS): £	☐ In cash <u>or</u> ☐ By contactless card
If price is variable (eg framed or unframed – original or	
limited print copy) enter details here:	☐ I have made a copy of this form and
3. Title:	Treturned the original to the artist
Medium: Price (or NFS): £	uput the copy in the "Completed Entry
If price is variable (eg framed or unframed – original or limited print copy) enter details here:	☐ 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 £	
CATALOGUE and PROMOTION DETAILS	
<b>Details in the catalogue</b> will be your name, the title of your work(s), me website or other contact details included in the catalogue, please enter	
The Mill might promote the exhibition by putting images of some submindicate if you are happy for us to use images of your work  Yes or of your work(s) by email to artworks@themille17.org with "Image(s) of Thank you.	No . If you tick 'yes', it will be helpful if you can send jpg files

# **Terms and Conditions of Entry**

- 1. The exhibitors will either live or work in Waltham Forest.
- 2. A maximum of 3 works can be submitted.

**3.** The fees are:

Per Art Work: £10 – or £5 (for unwaged).

Per Poem: £5

Payment must be submitted  $\underline{\textit{in cash or by card}}$  when

entries are handed in.

Receipt for payment – please ensure your completed Entry Form is returned to you, <u>after</u> details have been added in the 'For Office Use Only' box by a Mill member of staff or volunteer. *This will be your receipt*.



The exhibition will be at
The Mill from Tuesday
14 November 2023 to Sunday
21 January 2024

### INVITATION TO LAUNCH EVENT

Friday 17 November 2023 - 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

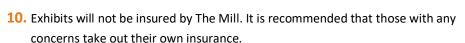
The Mill. See you there!

- **4.** The Mill's Art Works team will be responsible for the selection and hanging of works and only exhibitors who are <u>not</u> 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 31 October to Friday 3 November 2023 – 9.30am-5.30pm Saturday 4 and Sunday 5 November 2023 – 10am-2pm and Sundays

- 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 your full name, contact details and title of piece.
- 9. Work should be ready to hang with string attached.

The maximum <u>size</u> is 50x70cm and maximum <u>weight</u> is 2kg (although this is negotiable – in which case, email <u>artworks@themille17.org</u>). *If you are submitting a poem, please print on A4, high quality paper/card – min 120 gsm* 



- **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 23 to Friday 26 January 2024 – between 9.30am to 5.30pm Saturday 27 and Sunday 28 January 2024 – between 10am-2pm



### Please note:

- clip-frames are <u>not</u>
   acceptable
- You should ensure that your works are in a bag or other wrapping when you hand them in - to ensure they are not damaged during storage. If particularly fragile, use a box and/or bubble wrap

If you are not able to collect on those dates, please email <a href="mailto:artworks@themille17.org">artworks@themille17.org</a> to agree another date, which must be no earlier than Tuesday 23 January 2024 and, ideally, no later than Sunday 4 February 2024. The Mill does not have space to store uncollected works. Any work not collected by an agreed date will be disposed of. For all queries — please email: <a href="mailto:artworks@themille17.org">artworks@themille17.org</a>