ENTRY FORM for an exhibition @ The Mill

Title and dates of exhibition:

Heros - Tuesday 16 April to Saturday 25 May 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

	have included 20% commission for The Mill in price(s) nuoted for work(s) for sale	work(s).
•	have put a label on the back of all works submitted - giving m	v name. mv telephone number, and title of the work
YOUR CON	TACT DETAILS please <u>PRINT</u> all details, <u>including email address</u> (email addresses are <u>not</u> case-sensitive)
Name:	Tel: Add	lress:
Email:		
Mill' us re	use tick Yes or No to confirm if you would – or would not - like 's Art Works email list. Making sure your email remains on or is add egarding the current exhibition – and future exhibitions. We will use ibitions and other Mill Art Works matters.	led to this list is the best way to ensure you will hear from your email address only to send you information about
DETAILS O	F WORK(s) SUBMITTED please PRINT all details	FOR OFFICE USE ONLY ——
1. Title:		Details to be entered and boxes ticked ✓ by Mill reception volunteers
Medium	n: Price (or NFS): £	This submission has been received:
	s variable (eg framed or unframed – original or print copy) enter details here:	On (enter date)
	ornit copy) enter details here.	By (print your name)
2. Title:		☐ Payment of £ has been
Medium	n: Price (or NFS): £	received
If price i	s variable (eg framed or unframed – original or	☐ In cash <u>or</u> ☐ By contactless card
limited p	print copy) enter details here:	☐ I have made a copy of this form <u>and</u>
		☐ returned the original to the artist
	Drice (or NEC). C	put <u>the copy</u> in the "Completed Entry Forms" section of the exhibition file.
	n:	☐ I have asked a member of staff to
	s variable (eg framed or unframed – original or print copy) enter details here:	ensure the work is taken to the designated storage area.
PAYMENT -	- I have paid a total of £	
CATALOGU	E and PROMOTION DETAILS	
	he catalogue will be your name, the title of your work(s), medium an other contact details included in the catalogue, please enter details	
indicate if y	ight promote the exhibition by putting images of some submitted vous are happy for us to use images of your work ☐ Yes or ☐ No . rk(s) by email to artworks@themille17.org with "Image(s) of work(s) by email to artworks@themille17.org with "Image(s) of work(s) was a submitted to a submitted	If you tick 'yes', it will be helpful if you can send jpg files

Please now SIGN and DATE here: Signature: ______ Date: _____

Terms and Conditions of Entry

- 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 <u>in cash or by card</u> 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 16 April to Saturday 25 May 2024

INVITATION TO LAUNCH EVENT

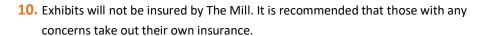
Thursday 18 April 2024 – 6.30pm-8.30pm
We hope you will be able to come along to this social gathering to launch the exhibition.
Light refreshments will be provided by
The Mill. See you there!

- **4.** The Mill's Art Works team will be responsible for the selection and hanging of works and only exhibitors who are 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 2 April to Friday 5 April – 9.30am to 5.30pm Saturday 6 April and Sunday 7 April – 10am to 2pm

- 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 28 May to Friday 31 May – between 9.30am to 5.30pm Saturday 1 June and Sunday 2 June 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 artworks@themille17.org to agree another date, which must be no earlier than Tuesday 28 May 2024 and, ideally, no later than Sunday 9 June 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: artworks@themille17.org