

# 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

**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).**

## Title and dates of exhibition:

*“Time Capsule” Sunday 2 June to Sunday 28 July 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
- 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 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 £ .....**

## 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 might promote the exhibition by putting images of some submitted works on our website and on social media.** Please tick to indicate if you are happy for us to use images of your work  Yes or  No . **If you tick ‘yes’, it will be helpful if you can send jpg files of your work(s) by email to [artworks@themille17.org](mailto:artworks@themille17.org) with “Image(s) of work(s) submitted for Time Capsule exhibition” in the subject line.** Thank you.

**Please now SIGN and DATE here:** Signature: ..... 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 works can be submitted.
3. The fees are:  
**Per Art Work:** £10 – or £5 (for unwaged).

*Payment must be submitted in cash or by card when entries are handed in.*

*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 21 to Friday 24 May 2024 – 9.30am to 5.30pm*

*Saturday 25 and Sunday 26 May 2024 – 10am to 2pm*

*Tuesday 28 to Friday 31 May 2024 – 9.30am to 5.30pm*

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 size is 50x70cm and maximum weight is 2kg (although this is negotiable – in which case, email [artworks@themille17.org](mailto:artworks@themille17.org)).

We welcome works in any medium – **but have limited resources for displaying audio-visual or 3D work** – and ask that you please send full details of your work **before submitting** so we can make sure we can display it. If you are submitting a **written work**, please print on A4, high quality paper/card – min 120gsm.

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 30 July to Friday 2 August 2024 – between 9.30am to 5.30pm*

*Saturday 3 and Sunday 4 August 2024 – between 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 Sunday 28 July and, ideally, no later than Sunday 11 August 2024. *The Mill does not have space to store uncollected works. **Any work not collected by an agreed date will be disposed of.***



The exhibition will be at  
**The Mill throughout the 2024 E17 Art Trail from 2 June and will continue until Sunday 28 July 2024**

### INVITATION TO EVENING VIEW

**Thursday 13 June 2024 – 6.30pm-8.30pm**

We hope you will be able to come along to this social gathering where you can meet some of the Mill's Art Works Team and other artists who have submitted work for this exhibition. Light refreshments will be provided by The Mill. **See you there!**



#### PLEASE NOTE:

- **Clip-frames are not acceptable.**
- **You should ensure that your work is in a bag or other wrapping when you hand in - to ensure it is not damaged during storage. If particularly fragile, use a box and/or bubble wrap.**