ENTRY FORM for an exhibition @ The MILL

Title and dates of exhibition:

Home - Tuesday 17 Sept to Sunday 27 Oct 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).

 Price(s) for work(s) available for sale should allow for 20% commission being retained by The Mill. 		work(s).
_	•	my name, my telephone number, and title of the work
YOUR CONTACT DETAILS please	PRINT all details, including email address	<u>s</u> (email addresses are <u>not</u> case-sensitive)
Name:	Tel: Ad	ddress:
Email:		
Mill's Art Works email list. N	laking sure your email remains on or is ad	ke your email address to be added to (or remain on) The dded to this list is the best way to ensure you will hear from se your email address only to send you information about
exhibitions and other Mill Ar	t Works matters.	FOR OFFICE USE ONLY
	ITTED please <u>PRINT</u> all details	Details to be entered and boxes ticked ✓ by Mill reception volunteers
	Price (or NFS): £	This submission has been received:
If price is variable (eg framed or unframed – original or limited print copy) enter details here:		On (enter date)
		By (print your name)
		☐ 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		☐ I have made a copy of this form and
limited print copy) enter detai		lue returned the original to the artist
3. Title:		☐ put <u>the copy</u> in the "Completed Entry Forms" section of the exhibition file.
Medium: Price (or NFS): £		☐ I have asked a member of staff to
		ensure the work is taken to the designated storage area.
PAYMENT – I have paid a total	submission fee of £ (£10 per	r piece, or £5 per piece for unwaged)
CATALOGUE and PROMOTION	DETAILS	
	r name, the title of your work(s), medium cluded in the catalogue, please enter detai	and price or NFS. If you would like an email address, ils here:
indicate if you are happy for us to u	se images of your work 🔲 Yes <u>or</u> 🔲 No	works on our website and on social media. Please tick to If you tick 'yes', it will be helpful if you can send jpg files k(s) submitted for "Home" exhibition" in the subject line.

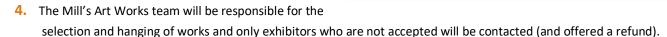
Thank you.

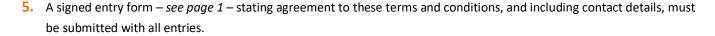
Terms and Conditions of Entry

- 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.







Tuesday 3 to Friday 6 September 2024 – 9.30am to 5.30pm Saturday 7 and Sunday 8 September – 10am to 2pm

- 7. Works may be for sale and be priced to allow for 20% commission being retained by 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.

- 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 29 October to Friday 1 November – between 9.30am to 5.30pm Saturday 2 and Sunday 3 November 2024 – between 10am-2pm



The exhibition will be on display at The Mill from **Tuesday 17 Sept to Sunday** 27 October 2024

INVITATION TO LAUNCH EVENT

Thursday 19 September - 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!



Please note:

- clip-frames are not acceptable
- We cannot accept 3D work - all work must be able to be wall-hung.
- 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 29 October 2024 and, ideally, no later than Sunday 10 November 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