

# 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:

“Interwoven” Tuesday 13 May 2025 to Sunday 22 June 2025



**Before completing this form** please read the Terms &

Conditions (T&C) on p2– and then ✓ **tick to confirm the following key conditions**

- ☐ I have read, and will abide by, the Terms & Conditions as stated on p.2
- ☐ Price(s) for work(s) available for sale allow for 20% commission being retained by The Mill.
- ☐ 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: .....

☐ Please tick here if you are submitting a brief explanation of your work (max 75 words please) **and have affixed this to the back of the work.**

2. Title: .....

Medium: ..... Price (or NFS): £.....

If price is variable (eg framed or unframed – original or limited print copy) enter details here: .....

☐ Please tick here if you are submitting a brief explanation of your work (max 75 words please) **and have affixed this to the back of the work.** Title:

If price is variable (eg framed or unframed – original or limited print copy) enter details here: .....

☐ Please tick here if you are submitting a brief explanation of your work (max 75 words please) **and have affixed this to the back of the work..**

☐ **PAYMENT – I have paid a total submission fee of £ ..... (£12.50 per piece, or £6 per piece for unwaged)**

## 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 “Interwoven” 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:** £12.50 – or £6 (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 29 to Friday 2 May 2025 – 9.30am to 5.30pm*

*Saturday 3 and Sunday 4 May 2025 – 10am to 2pm*

*Tuesday 6 to Friday 9 May 2025 – 9.30am to 5.30pm*

*Saturday 10 and Sunday 11 May 2025 – 10am to 2pm*

7. Works may be for sale and prices should 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](mailto:artworks@themille17.org) with full dimensions and weight of your work).

Works must be in a textile medium. Unfortunately we have very limited resources **for displaying 3D work** – and ask that you please send full measurements **before submitting** so we can make sure we can display it.

**If you are submitting a short, written statement**, this must be affixed to the back of the work and easily removeable. This will then be copied in the catalogue.

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 24 to Friday 27 June between 9.30am to 5.30pm – OR - Saturday 28 and Sunday 29 June 2025– 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 Tuesday 24 June and, ideally, no later than Sunday 6 July 2025. *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 from  
Tuesday 13 May to Sunday 22 June 2025.**

### INVITATION TO EVENING VIEW

**Thursday 15 May 2025 – 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.**