



ENTRY FORM for Reflections an exhibition @The Mill

Which will be on display:
Tuesday 14 April to Friday 22 May 2026

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).

BEFORE COMPLETING THIS FORM

Please read the Terms & Conditions (T&C) on p.2– and then

✓ **tick** to confirm the following **key** conditions

- I have noted submission dates are Tuesday 7 to Saturday 11 April 2026 – as shown overleaf, paragraph no.6
- Price(s) for work(s) available for sale should 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
- I have read and will abide by all other T&Cs as given on p2.

UR CONTACT DETAILS

Name: Tel: Address:.....

Email:

Please write all details in CAPITAL LETTERS – incl email address (email addresses are not case sensitive)



Your email address will be added to (or remain on) our Art Works mailing list to ensure you receive details about all future activities related to this exhibition., and any future exhibitions. If you wish to unsubscribe at any time you can do so.

DETAILS OF WORK(S) SUBMITTED — please use CAPITAL LETTERS throughout

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 statement about your work (max 100 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 statement about your work (max 100 words please) **and have affixed this to the back of the work.**

3. 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 statement about your work (max 100 words please) **and have affixed this to the back of the work..**

PAYMENT – I have paid a total submission fee of £ (£12.50 per work, or £6 per work 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:

.....

FOR OFFICE USE ONLY

Details to be entered and all boxes to be 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 – together with payment.
6. **Submission dates** - all work must be handed in to The Mill, 7 - 11 Coppermill Lane, E17, on one of the following dates:

Tuesday 7 to Friday 10 April 2026 – 9.30am-5.30pm

Saturday 11 April – from 10am to 12pm

Please note The Mill will be closed for the Easter break – Friday 3 to Sunday 5 April

7. Works may be for sale and prices should allow for 20% commission being retained by The Mill.
8. All work must have a securely fixed 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 with full dimensions and weight of your work).

Works can be in any medium – but 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 a maximum of 100 words and affixed to the back of each work, and be 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 which will be on public display.
12. **Collection dates** – when the exhibition finishes, works are to be collected from The Mill on:

Tuesday 26 to Friday 29 May 2026 between 9.30am to 5.30pm

Saturday 30 and Sunday 31 May 2026 between 10am-2pm

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 26 May and, ideally, no later than Sunday 7 June 2026. *The Mill does not have space to store uncollected works. **Any work not collected by an agreed date will be disposed of.***

INVITATION TO A SPECIAL VIEW

We will be inviting all exhibitors to a special, lunchtime event to celebrate this exhibition

We will send out an invitation once the date and time have been decided. Keep an eye on your email inbox! It will be a 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.**