**ENTRY FORM**

 **CLOSING DATE (Entries): By Tuesday 10th of September 2019**

 **WORK DELIVERED (to KACI): By Friday 13th of September 2019**

 **WORK COLLECTED (from KACI): Mon 7th – Fri 11th October 2019**

**Terms and Conditions of Entry**

**\*NEW WORKS definition.** Anything that has been made in the last two years and that has **not been on display at Kumeu Arts gallery.**

**\*Exhibition is only open to fully paid up KACI members.** If you are unsure on your membership status, please ask.

\***Work does not have to be framed.** However if it is please ensure you have the correct hanging materials in place. We are not responsible for providing hanging systems, if your work does not have this, there will be an additional charge.

\*The final decision on works displayed rests with KACI and no correspondence will be entered into.

\*All entry forms must be FULLY completed including total **price inclusive of KACI 30% commission**. Incomplete entry forms and late entries will not be accepted. Any changes to be notified to KACI on or before the delivery date, no late changes will be accepted.

\***Kumeu Arts Centre takes 30% commission**. Fees will be deducted from the artist’s payment at the end of the exhibition. Any tax liability is the responsibility of the artist.

\***Work to be delivered to the coordinator/nominee on the given dates/times and must be:**

-Suitably packaged with bubble wrap **and labelled** with your name if you would like it to be returned in same packaging.

\*While all care will be taken, **KACI will not accept responsibility** for loss or damage while the work is in transit or while being exhibited. Insurance is the responsibility of the artist.

\***Unsold work to be collected by the given date**. KACI has very limited storage space therefore work not collected within 2 days of the given date will incur a $10 per day storage fee.

Work remaining uncollected after 2 months will become the property of KACI.

\*Images of exhibited works may be used by KACI for publicity purposes.

**Return completed forms to** kumeuarts@gmail.com

By submitting an exhibition entry artists agree to the above terms and conditions of entry. Compliance with the above requirements helps with smooth coordination and hanging of our member’s exhibitions.

**Important note for exhibitors**

**Running a Members exhibition is reliant on volunteer help. Therefore, you are required to help with:**

* **Gallery minding - Indicate a time slot on page 2**
* **Promotion – more promotion means greater sales**
* **Attendance at the opening event. Please invite others as the majority of our sales happen at the opening evening.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Receipt* | **Total Entry Fee $** |  **Paid:** | **Yes** | **No** |
| Entry Fee: | $5.00 for 1 entry | $10 for 2 or 3 |

**ENTRY FORM** *(Artist to fill out – KACI office use)*

*By submitting an exhibition entry artists agree to the terms and conditions.*

NAME: PHONE:

EMAIL: PAID MEMBER: Yes No

|  |  |  |  |
| --- | --- | --- | --- |
|  | TITLE | Medium | Price  |
| Work 1 |  |  |  |
| Work 2 |  |  |  |
| Work 3 |  |  |  |
| Entry Fee:  | $5.00 for 1 entry | $10 for 2 or 3 entries |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Entry Fee $** |  **Paid:** | **Yes** | **No** |

**Gallery Minding**

*Please indicate below when you are available to mind the gallery (2.5-hour time slot).*

**Have you minded the gallery before? YES NO**

|  |  |  |
| --- | --- | --- |
| Saturday 21st of September | Saturday 28th of September | Saturday 5th of October |
| *10am - 12.30pm* | *10am - 12.30pm* | *10am - 12.30pm* |
|  |  |  |
| *12.30pm - 3pm* | *12.30pm - 3pm* | *12.30pm - 3pm* |
|  |  |  |