**ENTRY FORM**

**CLOSING DATE (Entries): 7th Feb 2019**

**WORK DELIVERED (to KACI): Mon 4th - Friday 8th of Feb 2019**

**WORK COLLECTED (from KACI): Mon the 25th Feb – Fri 1st March 2019**

**Exhibition details:**

This exhibition will run much like a silent auction. Visitors will be able to ‘make an offer’ on each artwork in the exhibition by writing down their details and their bid. People will also be able to bid online until the exhibition ends. Artists will be notified at the end of exhibition what the highest bid (if any) was for their work and will choose to either accept or decline. The potential buyer will then be notified.

**Terms and Conditions of Entry**

**\*A maximum of 3 artworks can be entered.**

\***All artworks must be for sale.**

**\*Exhibition is only open to fully paid up KACI members.** If you are not a ‘current’ member you will be charged $20 to update your membership.

**\*All sold work will incur a 30% commission fee**. Fees will be deducted from the artist’s payment at the end of the exhibition. Any tax liability is the responsibility of the artist.

\*All entry forms must be FULLY completed, including pricing. 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.

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

-Suitably packaged with bubble wrap, cardboard or boxed. 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.

-Suitably prepared for display i.e. mounted and/or framed, with hangers and tightly strung with string/cord. In the event that we have to string artwork, a $5 fee will be charged. Clearly labelled with artist’s name and title of work.

\*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.

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

**As running an exhibition is reliant on volunteer help KACI would also appreciate any support you can give with gallery minding and flyer distribution.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Receipt* | **Total Entry Fee $** | | **Paid:** | | **Yes** | **No** |
| *Entry Fee:* | | | *$5.00 for 1 entry* | | *$10.00 for 2 or 3 entries* | | |

**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 | | Selling Price  Under $400 |
| 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 16th of Feb 2019 | Saturday 23rd of Feb 2019 |
| *10am - 12.30pm* | *10am - 12.30pm* |
|  |  |
| *12.30pm - 3pm* | *12.30pm - 3pm* |
|  |  |