**ENTRY FORM**

**CLOSING DATE (Entries): By Thursday 19th of July 2018**

**WORK DELIVERED (to KACI): By Friday 20th of July 2018**

**WORK COLLECTED (from KACI): Mon 6th – Fri 10th August 2018**

**Terms and Conditions of Entry**

**\*Drawing can be viewed as producing an image by making marks or lines. Media is not limited to graphite or pen. The surface is not limited to paper. A ‘finished’ drawing is subjective.**

**\*A maximum of 5 drawings** can be entered and all artworks must be for sale.

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

**\*There is no size restriction.** However, if you are entering large works (A2 or over) please inform the Curator, Jago Neal, as you may be limited to 1 or 2 entries.

\***Work does not have to be framed.** However, it should be labelled on the back. If drawings are to be displayed unframed they may be pinned to the wall or hung using clips. Allow space outside edge of drawings for this. If you do not wish to have holes made in your work please inform the Curator.

\*Previously exhibited works will not be accepted.

\*Entries will incur a hanging fee as stated below.

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

\*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.

\*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.

\*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.

\*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.

**Important note for exhibitors**

**As running a Members exhibition is reliant on volunteer help KACI would appreciate any support you can give with:**

* **Gallery minding (Please indicate a time slot on page 2)**
* **Flyer distribution (greater promotion means greater sales)**
* **Attendance at the opening event. Please invite others (sales often arise at openings).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Receipt* | **Total Entry Fee $** | | **Paid:** | **Yes** | **No** |
| *Entry Fee:* | | | *$5.00 for 1 entry* | *$10 for 2 or 3 drawings*  *$15 for 4 or 5 drawings* | | |

**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 |  | |  | |  |
| Work 4 |  | |  | |  |
| Work 5 |  | |  | |  |
| *Entry Fee:* | | *$5.00 for 1 entry* | | *$10 for 2 or 3 drawings*  *$15 for 4 or 5 drawings* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 28th of July | Saturday 4th of August |
| *10am - 12.30pm* | *10am - 12.30pm* |
|  |  |
| *12.30pm - 3pm* | *12.30pm - 3pm* |
|  |  |