

## MEMBERS EXHIBITION ENTRY FORM

### CONDITIONS OF ENTRY

1. Exhibition entry fee \$3.00 per entry and must accompany the entry form. Size limitations and number of entries may apply.
2. Maximum Size: 1 metre x 1 metre. Only 1 maximum size work allowed per artist. Maximum Weight: 5 Kilograms
3. Multiples (i.e. diptych, triptych etc) if entered as one entry must be sold together, if entered separately may be sold individually.
4. All entries must be the original work of the artist and not shown in a previous Members Exhibition within the previous 12 months. Works completed in classes or workshops are acceptable.
5. All works entered are to be the theme of the exhibition, if so titled.
6. The exhibition committee, at their discretion, has the right to refuse any entry which does not meet the conditions of entry.
7. Closing date for entries is the Friday 6 days before the exhibition. Set up/delivery date is the following Thursday. Please complete the lower section of the entry form. Place it in the payment envelope together with the entry fees. Write your name and payment details on the front of the envelope and place in the Green Letterbox or email the completed entry form to [chcagexhibitioncoordinator@gmail.com](mailto:chcagexhibitioncoordinator@gmail.com) before the closing date. Payment of entry fee can be made by Direct Deposit.  
**Bank:** Westpac **Account Name:** Coffs Harbour Creative Arts Group Inc. **BSB Number:** 032 576 **Account Number:** 541 295
8. Roster - We need your support. All artists exhibiting are encouraged to volunteer time for roster duty to ensure the successful running of the exhibition. If the gallery is closed, there is no possibility of a sale.
9. All care will be taken, but no responsibility accepted for loss or damage.

### SALES

1. All works are to be for sale and must remain in situ for the duration of the exhibition, unless sold to travelling patrons.
2. A 20% commission to CHCAG will apply to all works sold during the exhibition
3. Payment to Artist for their sold work will be paid within 28 days of the close of the exhibition.

### PREPARATION AND DELIVERY OF WORK(S)

1. All paintings must be dry before entry to the gallery for hanging.
2. All works to be hung must be fitted with 'D' rings and cord or framers' wire for the gallery hanging system.
3. Frames and hanging equipment must be secure and adequate for the weight of the work.  
Items should be clean and well assembled. Faded, soiled or damaged items will not be accepted.  
Attach your name, title and price on the back of all work(s).
4. Delivery of work is on the Thursday prior to the exhibition opening between 9.00am – 10.00am.

### COLLECTION OF WORK(S)

1. Works to be picked up on the Thursday after the close of the exhibition – between 9.00am – 10.00am.  
*Please note that works can be delivered and picked up by an authorised person.*

EXHIBITION CO-ORDINATOR: Karen: M 0432 918 188 email: [chcagexhibitioncoordinator@gmail.com](mailto:chcagexhibitioncoordinator@gmail.com)

### EXHIBITION TITLE:

Name: _____		
Phone: _____	Mobile: _____	Email: _____
Please tick: I agree <input type="checkbox"/> / do not agree <input type="checkbox"/> to my work being photographed for the website / Facebook / newsletter		

DETAILS OF WORK: Please print legibly and attach extra page if insufficient room

\* Size is approximate. Landscape (L) or Portrait (P)

Title of work 1: \_\_\_\_\_

Medium: \_\_\_\_\_ \*Size: \_\_\_\_\_ Price: \_\_\_\_\_

Title of work 2: \_\_\_\_\_

Medium: \_\_\_\_\_ \*Size: \_\_\_\_\_ Price: \_\_\_\_\_

Title of work 3: \_\_\_\_\_

Medium: \_\_\_\_\_ \*Size: \_\_\_\_\_ Price: \_\_\_\_\_

I have read and agree to the conditions of the entry as above Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Duty Roster: Please nominate your available dates on the roster when you deliver your works for the exhibition.