

**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. All entries must be the original and current work of the artist** in the past 12 months and not been shown in the gallery previously.
- 3.** All works must be on the theme of the exhibition if so titled.
- 4. Closing date for entries:** *On the Friday*, 6 days prior to the relevant exhibition set up/delivery date **on the Thursday**.  
Please fill in the lower section of the entry form and place in the box provided at the gallery.  
Place fees in the appropriate envelope with payment details and put in The Treasurer's Green Letterbox.  
or post with cheque to: CHCAG PO BOX 6354 PARK BEACH PLAZA COFFS HARBOUR 2450 to arrive by the closing date.
- 5. Opening Day/Night.** It is expected that all exhibiting artists contribute by bringing a finger food platter for supper and inviting friends. CHCAG will provide liquid refreshments.
- 6. Roster:** All exhibitors are expected to make themselves available for at least one Saturday duty roster 10am - 2pm for the duration of the exhibition or organise another member to do duty for them.  
**Please note that OH&S requires two persons to be on duty at any one time.**

**SALES**

- All works are to be for sale and **must remain for the duration of the exhibition** unless sold to visiting/travelling patrons.
- A 20% commission to CHCAG will apply to all works sold during the exhibition.  
**Please note:** The responsibility of tax-payment or non-tax payment belongs to the exhibitor.

**PREPARATION AND DELIVERY OF WORKS**

- All works to be hung are to be made ready to hang with 'D' rings and cord (not wire) for the gallery hanging system.
- Attach artist name, title and price on the back of works to be exhibited.
- Delivery of works to be received on the Thursday prior to the exhibition date between the hours of 10am - 12noon only

**PICK UP OF WORKS**

- Works to be picked up on the first Thursday after the close of the exhibition between the hours of 10am - 12noon only.
- Works may not be removed until after the Exhibition closes on the Thursday.  
**Please note** that works can be delivered and picked up by an authorised agent.  
The pick-up and delivery day is on the same day as stated above.

**EXHIBITION DELIVERY & PICK-UP DATE:** \_\_\_\_\_

**EXHIBITION CO ORDINATOR Ken Pay 6652 7729**



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Please cut on dotted line and keep the section above for your reference.

PLEASE PRINT **EXHIBITION TITLE** \_\_\_\_\_

Name _____	Address _____
Phone _____	Mobile _____
Email _____	

**DETAILS OF WORK** - Please print legibly and attach extra page if insufficient room.

\*Size is Approximate. Landscape (L) or Panel (P)

Title of work 1. \_\_\_\_\_

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

Title of work 2. \_\_\_\_\_

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

Title of work 3. \_\_\_\_\_

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

**I agree to the conditions of entry above** Signed \_\_\_\_\_ Date \_\_\_\_\_

**Saturday Duty Roster: Please nominate your available date when you deliver your works for the exhibition**