

MEMBERS OPEN 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 square. Only 1 maximum size work allowed per artist.**
3. **Multiplies (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 been shown in a previous Members Exhibition within the last 2 years. Works done in classes or workshops are acceptable.
5. **All works hung on the wall** must be on the theme of the exhibition, if so titled.
6. **Closing Date for entries on the Friday, 6 days prior to the relevant exhibition.** Set up/delivery date is on the following Thursday. Please fill in the lower section of the entry form – place in the payment envelope, together with the entry fees. Write your name and payment details on the front of the envelope and put in the Green Letterbox or email the completed entry form to chcagtreasurer@gmail.com before the closing date. *Payment of entry fee can be made online.*
7. **Roster: We need your support.** All artists exhibiting are encouraged to volunteer time for roster duty to ensure the successful running of the exhibition.
8. 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 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:** Payment for sold work will be paid within 28 days of close of exhibition.

PREPARATION AND DELIVERY OF WORKS

1. NO 'WET' PAINTINGS WILL BE HUNG – All paintings must be dry before entry to the gallery for hanging.
2. All works to be hung are to be fitted with 'D' rings and cord or framers wire for the gallery hanging system.
3. **Quality of Work:** Any frame 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 and/or removed. Ceramic and Textile items may require a care label depending on what they are. This is the responsibility of the artist.
4. Attach your name, title and price on the back of all work to be exhibited.
5. **Delivery of work to be received on the Thursday prior to the exhibition opening between 9.00am – 10.00am.**

PICK UP OF WORKS

1. Works may not be removed until after the Exhibition closes on the Wednesday afternoon.
2. Works to be picked up on the Thursday after the close of the exhibition – **between 9.00am – 10.00am only.**
Please note that works can be delivered and picked up by an authorised person.

EXHIBITION CO-ORDINATOR: Ivinnie Brown M 0421 023 360 PeteNVenie@outlook.com or Maxine: maxine.kohlhagen@bigpond.com

EXHIBITION TITLE:

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

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.