**ENTRY FORM**

 **CLOSING DATE (Entries): By Tuesday16h of April**

 **WORK DELIVERED (to KACI): By Thursday18th of April**

Exhibition install date Tues 23rd April

 **WORK COLLECTED (from KACI): Mon 27th – Fri 31st May**

**Terms and Conditions of Entry** *(Read in full)*

* **A maximum of 3 artworks can be entered** **and all artworks must be for sale.** (Unless by prior negotiation with the manager Jago Neal)
* The final decision on works displayed rests with KACI. No correspondence will be entered in to. To be accepted works must tie in with the topic/theme of ‘Steampunk’.
* **Previously exhibited works will not be accepted.**
* Entry fees must be paid prior to the Exhibition.
* 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.
* **Any 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 labelled 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.
* Work must be: 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 exhibitions.

**Important note for exhibitors**

**Running exhibitions in a community gallery 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 & help to share the event online- Greater promotion means greater sales.**
* **Attendance at the opening event. Please invite others - sales often arise at openings**

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*(Artist to fill out & to keep for reference)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *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 to keep for office use)*

*By submitting an exhibition entry artists agree to the terms and conditions.*

NAME: PHONE:

EMAIL: CURRENT MEMBER: Yes No

|  |  |  |  |
| --- | --- | --- | --- |
|  | TITLE | Medium | Price  |
| 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**

***Indicate below (tick) when you are available to mind the gallery (2.5-hour time slot)***

**Have you minded the gallery before? YES NO**

*Please note it is not a problem if you haven’t before!*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Saturday 27th April | Saturday 4th May | Saturday 11th May | Saturday 18th May | Saturday 25th May |
| *10am - 12.30pm* | *10am - 12.30pm* | *10am - 12.30pm* | *10am - 12.30pm* | *10am - 12.30pm* |
|  |  |  |  |  |
| *12.30pm - 3pm* | *12.30pm - 3pm* | *12.30pm - 3pm* | *12.30pm - 3pm* | *12.30pm - 3pm* |
|  |  |  |  |  |