

# Digitally Speaking

Sept. 12 - Oct. 9, 2003

## CALENDAR

May 28, 2003	Extended Entry Due Date
June 18, 2003	Notifications Sent
Sept. 3-5, noon-7pm	All Work to Arrive
Sept. 12-Oct.9, 2003	Exhibition Dates
September 12, 6-9pm	Opening Reception
October 10, noon-7pm	Pick Up Work
October 15, 2003	UPS Pick-Up *

\*any shipping company except US Postal Service

## ENTRY CHECK LIST

**Slides / Digital Files** Up to three works may be submitted as slides or digital files. One detail per work if needed. Works must have been completed in the last three years and not been previously shown at WMG. Slides of accepted works and digital files will become the property of Woman Made Gallery.

**Slides** Clearly labeled slides of up to three works held in a slide sleeve (section of slide sheet). Don't use a whole slide sheet.. No glass or bent slides! Label slides with your name, title, medium, size and numbers that correspond to entry form. Indicate the top of the slide.

**Digital Files** Image files should be no larger than 640 x 480 ppi saved as jpeg highest quality. Files must be numbered and named to correspond with the entry form. Files should be submitted on CD in either Mac or PC format or may be sent electronically with entry form.

**Statement** hand-printed or typed artist statement attached on the back of the entry form, (ca. 50-75 words how the computer is important to your work.)

**Entry Form** Complete in its entirety using the 'MEDIA' line to indicate how the computer was used in the production of this work. Type or print clearly. Include your phone number. Detach and return with slides, statement, fee and your self-addressed, stamped envelope.

**Entry Fee** \$20 non-refundable entry fee. Check or money order payable to Woman Made Gallery. Entry fees from countries outside the USA need to be paid with International Money Order. Please consider a \$1 contribution to WMG's Entry Fee Scholarship Fund. This will benefit women artists who cannot afford the entry fee. You can qualify for the entry fee scholarship by sending a letter demonstrating your need.

**SASE** Please include a self-addressed, stamped envelope for the return of non-accepted slides. WMG will not return slides without it!

## Woman Made is Responsible for:

1. Insuring artwork while on exhibit.
2. Installing all artwork.
3. Invitation design and printing Costs.
4. Sending invitations to Illinois mailing list.
5. Having staff on premises during regular hours.
6. Providing each artist with 10-15 invitations.
7. Sending press releases to publications.
8. Returning shipped art on Oct. 15 with your shipping company, except US Post Office.

## Artist Is Responsible For:

1. Hand delivered or shipped art to arrive between September 3-5, 2003 from noon-7pm.
2. Pick-up hand-delivered work on October 10 from noon to 7pm. WMG is not liable for artwork left beyond October 15, 2003.
3. Mailing invitations to personal mailing list.
4. Any expense for b/w publicity photos.
5. Professionalism and cooperation in adhering to WMG's guidelines.
6. Providing artwork that is ready to be installed. 2-D work must be prepared properly for hanging. Sculptures must sit sturdily on pedestal or floor.
7. All shipping expenses & \$10.00 handling fee.

## Size & Weight Specifications:

**No work may exceed 72" in any direction or be over 75 pounds in weight except if delivered and picked up personally. We will refuse shipment of art that is heavier than 75 pounds.**

## Sales:

WMG handles all sales of work while on exhibit. The gallery retains 40% commission of the sale price. Artists will be paid no later than 30 days after the close of the exhibit. Indicate insurance values for all artworks, including those not for sale. The insurance value is your price without the gallery's commission.

## Invitation & Website:

**Invitation Cover Design Prize:** One artwork will be chosen for the cover design of the invitation.

**Website:** At least one image per artist will be on [www.womanmade.org](http://www.womanmade.org)

## Agreement:

Signature on entry form gives artist's consent to all conditions specified in this prospectus.

**Please keep this section for your records!**

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Print legibly and return this part with slides, statement, fee and SASE. Do not send any unrequested material.

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ ( ) Check here if you added \$1 to your entry fee to help the Entry Fee Scholarship Fund

Email \_\_\_\_\_

Include 40% commission to WMG in the price of your work List insurance value if your work is not for sale. Include depth if your work is three-dimensional.

1. Title \_\_\_\_\_

Media: \_\_\_\_\_

Dimensions: (HxW) \_\_\_\_\_

Price: \_\_\_\_\_ Insurance Value: \_\_\_\_\_

1a. Detail Slide: ( ) yes ( ) no

2. Title \_\_\_\_\_

Media: \_\_\_\_\_

Dimensions: (HxW) \_\_\_\_\_

Price: \_\_\_\_\_ Insurance Value: \_\_\_\_\_

2a. Detail Slide: ( ) yes ( ) no

3. Title \_\_\_\_\_

Media: \_\_\_\_\_

Dimensions: (HxW) \_\_\_\_\_

Price: \_\_\_\_\_ Insurance Value: \_\_\_\_\_

3a. Detail Slide: ( ) yes ( ) no

Total Number of Slides Included: ( )

( ) Please do not send any unrequested material!

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