

# 7<sup>th</sup> International Open

Feb. 27 – March 25, 2004

## CALENDAR

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November 19, 2003	Extended Entry Due Date
December 20, 2003	Notifications Sent
Feb. 18-20, 12-7pm	All Work to Arrive
Feb. 27 - March 25	Exhibition Dates
February 27, 6-9pm	Opening Reception
March 26, noon-7pm	Pick Up Work
March 31, 2004	UPS Pick-Up *

\*any shipping company except US Postal Service

## ENTRY CHECK LIST

**Slides / Digital Files** Up to three works submitted as slides or digital files. One detail per work if needed. Works must have been completed during the last two years and may not have been previously shown at WMG. Slides/digital files of accepted work 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** may be sent as jpgs in email attachments only. Email [gallery@womanmade.org](mailto:gallery@womanmade.org) to receive the email version of the entry form. Image files should be no larger than 640 x 480 ppi (72 dpi) and must be numbered and named to correspond with the email entry form.

**Statement** An artist statement, from 50 to 100 words, must be neatly printed or typed and then attached to this form with a staple. We will reprint and mount your artist statement next to your work if your work is accepted.

**Entry Form** Complete in its entirety. Indicate what media you used to create your work. For digital entries please email [gallery@womanmade.org](mailto:gallery@womanmade.org) to receive the email entry form. Type or print clearly. Include your phone number. Detach and return with slides, statement, fee and a return 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** Include 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/displaying all artwork and word entries
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 invitations.
7. Sending press releases to publications.
8. Returning shipped art on March 31 with your shipping company, except US Post Office.

## Artist Is Responsible For:

1. All art entries to arrive between February 18-20, 2004 from noon-7pm
2. Pick-up hand-delivered work on March 26 from 12 - 7pm. WMG is not liable for artwork left beyond March 31, 2004.
3. Mailing invitations to personal mailing list.
4. Any expense for publicity photos.
5. Being professional and cooperative in adhering to Woman Made Gallery'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. WMG 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. Insurance value is the price without the gallery commission. (*Example: Your price \$500 – Ins. Value \$300*)

**Invitation & Website:** **One** artwork will be chosen for cover design of invitation and at least **one** image per artist will be on the WMG website.

**Agreement:** Signature on entry form gives artists' consent to all conditions specified on this form.

**Please do not send any unrequested material!**

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**Use this Entry Form for mail-in applications only**

Email [gallery@womanmade.org](mailto:gallery@womanmade.org) if you want to submit digital files

**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 RETURN THIS COMPLETED SECTION WITH YOUR ENTRY!**

Cut Here

