

# Annual Members' Show 2003

Entry Form ~ August 1 - 28, 2003

## CALENDAR

|                        |                         |
|------------------------|-------------------------|
| April 23, 2003         | Extended Entry Due Date |
| May 14, 2003           | Notifications Sent      |
| July 23 - 25, noon-7pm | All Work to Arrive      |
| August 1 - 28, 2003    | Exhibition Dates        |
| August 1, 6-9pm        | Opening Reception       |
| August 29, noon-7pm    | Pick Up Work            |
| September 3, 2003      | UPS Pick-Up *           |

\*any shipping company except US Postal Service

## ENTRY CHECK LIST

( ) **Slides** Clearly labeled slides of \*three separate works (all media), held in a slide sleeve. Do not use a whole slide sheet. One detail slide per work is acceptable. No glass or bent slides! Works must have been completed in the last two years and not been previously exhibited at WMG. Label slides with your name, title, medium, size and numbers that correspond to the entry form. Indicate the top of the slide. Slides of accepted works will become the property of Woman Made to be used for gallery documentation and education purposes.

( ) **Statement** A general artist statement must be included on the \*\*back of the entry form, **ca. 50 words**, neatly printed, which we will reprint and mount next to accepted work. Do not send separate sheets of paper but attach your statement on the back of the entry form.

( ) **Registration** Complete entry form in its entirety. Type or print clearly. Include your phone number. Detach and return with slides, statement, fee and your self-addressed, stamped envelope

( ) **Entry Fee** \$15 non-refundable entry fee. Check or money order payable to Woman Made Gallery.

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

\* **You must send slides of 3 works! Professional slides of original subject matter are your best chance!**

Please do not send any unrequested materials.

\*\* Artist Statement must be on the back of the entry form!

## 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 gallery hours.
6. Providing each artist with 15 invitations.
7. Sending press releases to publications.
8. Returning shipped art on September 3<sup>rd</sup>, 2003. with your shipping company, except US Post Office.

## Artist Is Responsible For:

1. Works must be hand delivered or shipped by the participating artist during given time frame.
2. Hand-delivered work must be picked up on Friday, August 29th between noon and 7 pm. WMG is not responsible for artwork left beyond September 3<sup>rd</sup>, 2003.
3. Artists are responsible for expenses for mailing invitations to their own mailing list.
4. Artists may provide WMG with b&w glossy of artwork for publicity at their expense.
5. Artists are expected to adhere to WMG's time schedule and guidelines.
6. All artwork must be ready to be installed. Wall pieces must be prepared properly for hanging. Sculptures must sit sturdy on pedestal or floor.
7. Artists are responsible for all shipping costs.

## Size & Weight Specifications:

Works may not exceed 48" in any direction or be over 75 pounds in weight. Due to the amount of work included, we do not make exceptions for the Member's Show.

## Sales:

WMG handles all sales of work while on exhibit. The gallery retains 40% commission of the sale price. Artists are paid not 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:

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 in this prospectus.

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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 \_\_\_\_\_ Fax \_\_\_\_\_

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: ( )

Cut Here

