

WAR FORUM: Images & Words

January 23 – February 19, 2004

CALENDAR

September 30, 2003	Extended Entry Due Date
October 22, 2003	Notifications Sent
Jan. 14-16, 12-7pm	All Work to Arrive
Jan. 23 – Feb. 19, 04	Exhibition Dates
January 23, 6-9pm	Opening Reception
Feb. 20, noon-7pm	Pick Up Work
February 25, 2004	UPS Pick-Up *

*any shipping company except US Postal Service

Art 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 may have been completed at any time but may have 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 held in a slide sleeve (section of 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 (72 dpi) and must be numbered and named to correspond with the entry form. Files may be sent electronically with the entry form information in an email message. Email WMG to receive an electronic entry form.

Statement An artist statement, from 50 to 100 words, neatly printed or typed on or attached to this form with a staple. Your statement will be exhibited next to your work if accepted.

Entry Fee \$20 non-refundable entry fee for up to three entries. Check, money order or International Money Order (from overseas) payable to Woman Made Gallery. Consider a \$1 contribution to WMG's Entry Fee Scholarship Fund to benefit artists who cannot afford the entry fee. You can qualify for the entry fee scholarship by sending a letter demonstrating your need.

Word Entry Check List

Entries Up to 3 original, hand-printed or typed entries on separate sheets. Prose entries 250-500 words, format double-spaced, 1" margins, 12 font (or equivalent for hand-printed); Poetry entries not to exceed 40 lines, same format. Word entries will not be returned.

Cover Sheet Include cover sheet with title, name, address and contact.

Entry Fee \$5 for each word entry.

Entry Form: Complete in its entirety. Type or print clearly. Include your phone number and email. Detach and return with slides and/or word entries, statement, fee and self-addressed, stamped envelope. Keep this section for your records.

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 February 25 with your shipping company, except US Post Office.

Artist Is Responsible For:

1. All art entries to arrive between January 14-16, 2004 from noon-7pm
2. Pick-up hand-delivered work on Feb. 20 from noon - 7pm. WMG is not liable for artwork left beyond Feb. 25, 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 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. Word Title: _____

1. Art Title: _____

Media: _____

Dimensions: (HxW) _____

Price: _____ Insurance Value: _____

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

2. Word Title: _____

2. Art Title: _____

Media: _____

Dimensions: (HxW) _____

Price: _____ Insurance Value: _____

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

3. Word Title: _____

3. Art Title: _____

Media: _____

Dimensions: (HxW) _____

Price: _____ Insurance Value: _____

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

Total Number of Slides Included: ()

Total Word Entries Included: ()

Cut Here

