## W3 Gallery Artists Submission form

|  |  |
| --- | --- |
| **Date:** |  |

## Exhibition Details

**Calling all artists wishing to submit work for the Portrait Show taking place between:**

**Friday 1st February 2019 – Friday 22nd February 2019**

The Portrait Show Exhibition is accepting all media submissions.

Theme is interpreting portraits.

**Deadline for submissions: Tuesday 15th January 2019**

**Submissions drop off dates: Tuesday 22nd between 10am – 5pm**

**The exhibition will be held at: The W3 Gallery, 185 High St, Acton, London, W3 9DJ**

Artists will be informed after the deadline whether they have been accepted.

## Contact Information

## Fields marked with \* are mandatory

|  |  |
| --- | --- |
| Name \* |  |
| Address  |  |
| Mobile/Tel Number \* |  |
| Email \* |  |
| Artists website/ social media details |  |

## General Information

Biographical Details (no more than 100 words)

|  |  |  |
| --- | --- | --- |
| Would you like to hold a special event/s during the exhibition? If so please describe the event.(I.e. poetry reading, performance, painting workshops, events etc.) | Yes ❒  | No ❒ |
| If yes, please give details:  |  |
| Would you like to become a volunteer at ARTification? If ‘yes’ we will send you more details shortly. | Yes ❒  | No ❒ |
| Do you have any special needs/requirements or health issues that ARTification should be aware of  | Yes ❑ | No ❑ |
| If yes, please give details: |  |

## Details of the work proposed \*

## Please list the title, medium, dimensions (L x W cm) and price of each work:

**Submission 1**

|  |  |
| --- | --- |
| Title |  |
| Medium |  |
| Dimensions (L x W cm) |  |
| Price £ |  |

**Submission 2**

|  |  |
| --- | --- |
| Title |  |
| Medium |  |
| Dimensions (L x W cm) |  |
| Price £ |  |

**Submission 3**

|  |  |
| --- | --- |
| Title |  |
| Medium |  |
| Dimensions (L x W cm) |  |
| Price £ |  |

**Other Information** (Additional submissions info)

## Image of your artwork/s

(Please attach image/s of your artwork/s on a separate page)

You may send jpeg attachments if replying electronically.

## Entry Requirements

* Complete the submission form either by email or post it to the address on this form
* **Successful artists selected for this exhibition are required to pay a £10.00 administration fee. More information about this will be sent in an email after you have been selected.**
* **ARTification will take a 30% commission on any sales made during the exhibition.**
* If your work is selected for the exhibition it should be labelled clearly with your name, the title of the work and price on the back, together with any handling and/or hanging instructions.
* Work should be framed and ready to display or mounted or framed appropriately, **with mirror plates attached.**  Please note that clip frames are not permitted.
* We reserve the right to refuse artwork that is not suitably presented for display, or is deemed to be offensive by the organisers.
* ARTification has public liability insurance cover, so we recommend that artists insure their work (e.g. check [www.a-n.co.uk](http://www.a-n.co.uk/) for insurance cover).
* Work cannot be removed until the end of the exhibition.
* Unless otherwise stated by letter, works exhibited may be photographed for press or charity website purposes in connection with the exhibition.
* Copyright of all works remains the property of the artist/maker.
* **All works not sold can be collected at the end of the exhibition by you or a representative with a copy of the delivery receipt. If you are unable to collect your work, please contact us as soon as you can and we can make further arrangements for collection of work.**

## Our Policy

### It is the policy of ARTification to provide equal opportunities without regard to race, religion, national origin, gender, sexual preference, age, or disability.

The information you supply will be used by ARTification for administrative purposes within the terms of the Data Protection Act 1998. We shall not supply it to third parties.

## Submitting forms

Please fill in your form online or fill it in by hand and send it to **Laura Barker on** **chantel@artification.org.uk**

Or post your form to:

Chantel Thomas

ARTification

W3 Gallery

185 High Street, Acton, London, W3 9DJ