	EXHIBITION ENTRY FORM		THEME: ANIMALIA (<i>all mediums</i>)	
	Exhibition dates: Thursday 15 February to Thursday 8 March 2018		Entries close date: Monday 5 February 2018 at 5pm	
Artist / Student name:				
Class / Tutor name:				
Address:	number and street:	suburb:	postcode:	
Telephone:	1. home	2. mobile		
Email address:				Add to mailing list? tick <input type="checkbox"/>
Artwork title:				
Medium/Description:				
Price:	\$	<i>*Remember to include 25% commission + 10% of commission GST</i>		

1. Conditions of entry

It is confirmed that this exhibition opens **Thursday 15 February 2018**. The exhibition is curated at no charge by the Art Centre. Once entered into the exhibition, works cannot be removed or re-arranged, they are part of a whole. By submitting this form you agree to the conditions of entry as outlined on this entry form. You are welcome to contact us for further enquires.

- One 3D or 2D work can be submitted only, or up to 5 jewellery pieces.
- The completed entry form must be submitted to the office before the close date with a photo of the artwork attached (or a photo emailed to artcentre@kmc.nsw.gov.au).
- Entries submitted after the close date will not be accepted. Only tutors, staff and students of the Ku-ring-gai Art Centre are permitted to exhibit.
- How to submit:** A printed image attached to page 3 of your entry form can be given to the front office or it can be submitted by email to: artcentre@kmc.nsw.gov.au. Images of artworks must be in jpeg format no larger than 1MB in size and labelled as follows: 'FirstName_LastName_Title_Size_(Hcm x Dcm)'. Submissions can be posted but need to arrive to the Art Centre before the close date.
- All entry forms and jpeg images to be received no later than 5pm on the specified close date.
- The Art Centre reserves the right to reject works at any stage for non-professional presentation, if the theme is not suitable, if we receive too many entries or for any other reason.
- Selected artists will be notified via email by Wednesday 7 February 2018.**
- Selected artworks must be delivered no later than Monday 12 February 2018.**
- The decision of the Art Centre is final and no correspondence will be entered into.




Hanging wire and D-rings

2. Presentation

- **All hanging works must include 'D-rings' 10cm from the top of the frame or canvas.** (available from Bunnings)
- All wall works must be suitably presented to a **professional standard**.
- Works on paper must be framed with white or neutral frames.
- Size restriction for 2D works: 1m x 1m, and 3D works: 30cmx30cm and 5kg weight limit.
- Artwork must be **clearly marked** with your name, phone number, title of work and price on the back, right corner, or underneath for 3D works.
- Each Jewellery item must have an **individual tag** with price and artist name/initials.

3. Publicity and Marketing

The Art Centre provides you with **free publicity** in the form of media releases, paid listings in the Art Almanac, Facebook and web listings. The Art Centre also sends an electronic invitation for all KAC exhibition openings to our online mailing lists. **To join the Exhibition Email Alert** and receive the invitation, please provide your email address at the top of this form and tick the box. You are encouraged to forward the electronic invitation to your personal contacts and undertake other supplementary publicity and marketing. Hardcopy invitations are the responsibility of the artists. Feel free to like  the Art Centre's Facebook page and share with your friends. [@kuringgaiartcentre](https://www.facebook.com/kuringgaiartcentre)

4. Opening night responsibilities

Ku-ring-gai Art Centre **will provide refreshments** on opening night, however exhibiting students' are welcome to also bring food and beverages to share if they wish. We ask for your assistance to **tidy up the Gallery** on opening night - all care is requested. The Opening is scheduled for **Thursday 15 February 2018, 5.30pm - 7.30pm**. Cups are available for exhibitor use.

Please Note: If you are attending the opening please fill in your name in the Opening Night Cleaning Roster on page 3 of this form.

5. Care of works

Ku-ring-gai Art Centre will exercise reasonable care with the works submitted, but will not be responsible for any loss or damage whatsoever to any work while in its custody. **It is the artist's responsibility to maintain his/her insurance coverage.**

6. Delivery and collection of works

- All work is to be delivered to the Art Centre, **clearly labelled, no later than Monday 12 February 2018.**

NO WORK WILL BE ACCEPTED AFTER THIS DATE!

- It is the artist's responsibility to collect their work at the close of the exhibition, **from 4pm, Thursday 8 March 2018.**

- **Artwork may not be collected prior to this date.**

- If you are unable to collect it, **please nominate who will be picking the work up for you.**

Name

7. Agreement to all conditions and commission on sales

It is a condition of entry that **all works must be for sale** and are subject to 25% commission (plus 10% GST on commission). It is the artist's responsibility to take this into account when pricing work. Any Credit Card Fees incurred in the processing of sales will be reimbursed by the artist.

I have read all conditions of entry and agree to be bound thereby.

Signed.....Date.....

8. Tax invoice

This signed agreement will serve as a tax invoice for GST purposes. The original to be sent to Ku-ring-gai Art Centre and a copy to be held by yourself for your records.

Tax Declaration by Exhibitor for Art Exhibition: From (Date) To.....

I (name)..... of (address).....

(Suburb)..... (Postcode)

Telephone: .1. (home) 2. (mobile)

Herewith declare my taxation status to be as follows: (Please circle applicable category)

(a) My ABN is

(b) My GST number is

(c) My art is solely recreational and carried out purely as a hobby and acting on advice from the Australian Taxation Office, I consider that I fall within the definition of a hobby as laid down by them under the new Tax Scheme. The ATO advises that as a hobbyist no withholding tax need be applied to sales of my paintings. I am not entitled to charge GST on any sale of my work.

Signed Date

Name in full (Please print)

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Attach a photo of your artwork to this page:

Opening Night Cleaning Roster
*It is the exhibiting student's responsibility to tidy up the gallery after opening night.
 Please nominate yourself for cleaning up duties between **7pm - 7:30pm on Thursday 15 February 2018.***

Name	Class	Phone Number