

White Cliffs Creatives' Guild, hosting exhibitions at the Charlton Art Centre, Dover

## Exhibition Submission Form

**This form should be submitted at hand-in, along with the relevant artwork/s and fees.  
Please complete the form in full, IN CAPITALS,**

EXHIBITION TITLE: ..... Guild Membership Number -   
MONTH: ...../2010 (found on membership card)  
NAME: .....  
ADDRESS: ..... Fees due;   
£1.00 per piece  Paid   
(Members £0.50) £  
TELEPHONE: .....

TITLE;			CAT NO:
MEDIUM;		SIZE; (INCHES)	
PRICE;	ORIGINAL/PRINT	BASED ON;	

TITLE;			CAT NO:
MEDIUM;		SIZE; (INCHES)	
PRICE;	ORIGINAL/PRINT	BASED ON;	

TITLE;			CAT NO:
MEDIUM;		SIZE; (INCHES)	
PRICE;	ORIGINAL/PRINT	BASED ON;	

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MEDIUM;		SIZE; (INCHES)	
PRICE;	ORIGINAL/PRINT	BASED ON;	

TITLE;			CAT NO:
MEDIUM;		SIZE; (INCHES)	
PRICE;	ORIGINAL/PRINT	BASED ON;	

TITLE;			CAT NO:
MEDIUM;		SIZE; (INCHES)	
PRICE;	ORIGINAL/PRINT	BASED ON;	

**I declare that the work submitted is my own work, and I have full copyright on these works.  
I have read and understand the terms and conditions of the exhibition, and agree to participate in  
accordance with those terms.**

**Signature:** ..... **Date:** .....

For more details of exhibitions and events, or joining the WCCG, please visit us at the Charlton Art Centre, or [www.wccg.org.uk](http://www.wccg.org.uk)

## Terms and Conditions for Exhibiting

- There is a standard £1.00 hanging fee per item ( 50p to Guild members), whether items are for sale or for exhibit only. This is payable on submission with the completed entry form, which is downloadable from [www.wccg.org.uk](http://www.wccg.org.uk)
- Small items such as laminated poems will be charged at £1.00 per 5 items
- Priority for hanging will be given first to those original items which are for sale.
- Handing in and picking up days will be viewable at [www.wccg.org.uk](http://www.wccg.org.uk) or at the Charlton Art Centre, all fees and forms should be presented along with relevant works. Handing in is at the Charlton Art Centre.
- All works must be suitable for display; if hanging- ideally, they should be framed and mirror-mounted, but at the choice of the artist the items may be corded, please see insurance below. Pottery or sculpture should be sound and stable etc.
- All items must be labeled on the back, with name, address, title and price, and whether the item is an original or a print. If the piece is based on another artist's work, this should be clearly stated.
- We will make all reasonable efforts to provide a secure and safe exhibition, however, we recommend personal insurance for your work, as neither the WCCG, nor Charlton Art Centre can be liable for any losses or damages, however caused, particularly if the work is not mirror-mounted.
- WCCG reserve the right to refuse any work at the core group's discretion.
- A commission of 20% will be deducted from each sale. Payments due to artists will be made within 10 days of the end of the exhibition.
- Pieces sold may be replaced by another work on submission of appropriate hanging fees/form.
- Any work not collected within 7 days of the end of the exhibition (unless otherwise agreed in writing), shall be considered abandoned, and shall be removed and stored elsewhere until sold. Proceeds will go towards a fund for materials for community workshops..

WCCG exhibitors are asked to contribute some time towards invigilation to ensure that the responsibility is not loaded onto a small number of members.

I am able to invigilate for the following dates and times; (please fill in date and circle period. AM- 10-1, PM- 1-4)

### WEEK 1-

Monday...../..... AM / PM  
Tuesday...../..... AM / PM  
Wednesday ...../..... AM / PM  
Thursday...../..... AM / PM  
Friday...../..... AM / PM  
Saturday...../..... AM / PM

### WEEK 3-

Monday...../..... AM / PM  
Tuesday...../..... AM / PM  
Wednesday ...../..... AM / PM  
Thursday...../..... AM / PM  
Friday...../..... AM / PM  
Saturday...../..... AM / PM

### WEEK 2-

Monday...../..... AM / PM  
Tuesday...../..... AM / PM  
Wednesday ...../..... AM / PM  
Thursday...../..... AM / PM  
Friday...../..... AM / PM  
Saturday...../..... AM / PM

### WEEK 4-

Monday...../..... AM / PM  
Tuesday...../..... AM / PM  
Wednesday ...../..... AM / PM  
Thursday...../..... AM / PM  
Friday...../..... AM / PM  
Saturday...../..... AM / PM