



2017 Exhibition Entry Form

Please complete this form and send it to Inverlochy at the address below by 10 November 2017.

Name

Address

Email

Home phone Mobile phone

GST no. (if registered)

Title of Artwork	Medium	Size in millimeters	Price

Signature

Date

Please remember to add our 20% commission to your sale price, including allowance for GST.
If you are GST registered, the commission is 20% of the GST inclusive price.
If you are not GST registered, allow for GST on the 20% commission.(GST is 15%).....

2017 Exhibition @ Inverlochy

Inverlochy Art School 3 Inverlochy Place / PO Box 27 344 Wellington
Phone: 04 939 2177
Mob: 022 615 2738
Email: manager@inverlochy.org.nz



2017 Exhibition Conditions of Entry

Entries

1. Work can be in **any medium** — painting, drawing, sculpture, jewellery, photography, printmaking, etc.
2. Work must not have been shown at any previous exhibition.
3. Entries **must be mounted or framed** ready for hanging or display.
4. Entries **must be clearly identified** with the artist's name, address, phone number, title of work and the price (see note 6 below).
5. Entries **must be registered with an entry form**. Entries not accompanied by an entry form will **not** be eligible for exhibition.

Exhibition & Sale

6. We prefer work to be for sale. Our commission is 20%. For those registered for GST, the commission will be 20% of the GST inclusive price. For those not registered for GST, the commission will be 20% plus GST on the commission. Please take our commission and any GST into account when calculating your price. If you would like to donate a higher commission to the school, please add this to your price and make a note of it on your entry form.
7. Insurance during transit and during the exhibition, and any freight costs are the responsibility of the artist. Inverlochy will take all reasonable care of the exhibits, but it shall not be liable for any loss of, or damage to, any of the works.
8. Inverlochy will be allowed free right of reproduction of exhibits for sales or publicity purposes.

Submission & Return of Works

9. Please submit entry forms by **10 November 2017**
10. Artwork can be received at Inverlochy from 13 – 21 November **2017 10am to 4pm**.
11. Collection of unsold work from Inverlochy will be **Monday 27 November 9am to 5pm**.
12. Inverlochy reserves the right to dispose of or destroy any work not collected from the School after one month after the end of the exhibition unless prior arrangements are made with the School.

Key Dates

Entry forms to be returned to Inverlochy House	10 November 2017
Artwork received at Inverlochy House	17 – 22 November 2017, 10am to 4pm
Opening night	Friday 24 November 2017, 6 – 8 pm
Exhibition open dates and times	24 November – 26 November 2017, 10 to 4pm
Collection of artwork from Inverlochy House	27 November 9am to 5pm