IAS 2024 end of year Exhibition Entry Form

You're invited to submit work for this year's exhibition taking place at Inverlochy Art School between 1-13 December 2024 with an open house celebration on Sunday 1 December between 10am - 4pm.

The exhibition is not themed - welcoming all types, genres and styles. Each artist can contribute up to two pieces.   All works will be displayed for the entire exhibition dates and can not be removed from the exhibition unless the buyers are visitors to Wellington and specifically request early collection of the work. All exhibited works will be eligible for the People's Choice award.

All elements of the submitted works must be the artist's own work.   All submitted works are subject to the entry fee of $10. All works must be no larger than 1 metre x 1 metre unless approved by directors.

Payment of the $10 per piece entry fee is made through this on-line booking. Alternatively payment can be made at the school with eftpos or online to account to Williams School of Art **38 9005 0858533 00** (use your name as a reference). If you're sending work by courier, ensure payment is made prior to delivery. Insurance is your responsibility, including in transit.

This entry form sets out the terms and conditions of exhibiting in the Inverlochy Art School exhibition.

Artists' responsibilities

Drop off of artwork/s:
- All work **must** be delivered to the school between 25-28 November. We will install all work on 29 November. No late entries will be accepted.

Sale of artwork/s:
- The sale price for the work must include the payment to the artist, GST, plus Inverlochy's commission being 25 percent (%). Payment for sold works will be made no later than four weeks after the exhibition has finished.
- If you choose not to sell your work, then mark your work 'NFS' (not for sale) in the price section of the swing tag.
- Unsold work must be picked up by 20 December 2024. If you are authorising a third party to collect your work let Inverlochy know in writing.

- Your work will be stored for no longer than one week after the exhibition. All unsold unclaimed work will either be donated or sold at the school in which all proceeds are for Inverlochy Art School.

Presentation of artwork/s
- Ensure that two-dimensional work is presented with suitable hanging device(s) in such a way that facilitates straight forward presentation/hanging. Inverlochy reserves the right to use hanging or display devices to the back of your work when necessary and or not hang the work if it is not prepared in a manner to hang.
- Each work must be clearly identified. Complete the work label with your name, title, medium and price. Attach it to your work by string so it hangs below the work when hung or is visible when displayed. This is so we can check the accuracy of the work and its description for cataloging and labeling. The work label is hidden during the exhibition.
- Present your work in straight forward labeled packaging **that can easily be reused**. Please attach the packaging label to your packaging.

Responsibility for artwork/s:
- Inverlochy will take all reasonable care with your work(s) but will not be liable under any circumstances whatsoever for damage caused to any work irrespective of how that damage is caused.
- You acknowledge that you are responsible for the artwork/s submitted to Inverlochy and own the intellectual property in the artwork/s and that this does not infringe or breach any third party intellectual property rights.
- You will notify Inverlochy immediately if there are any claims/disputes/issues or otherwise with the artwork/s and will take all steps to resolve.

Complete this page and email it to or drop it by the office.

Your name……………………………………………………………..

Address……..………………………………………..………..……………
……………………………………………………..……….…..………..

Phone……………………………………………………………….…

Email…………………………………………..……………….…

Your bank account for payment should your work sell is _ _ _ _ _ _ _ _ _ _ _ _ _ _

I declare the entry of my work is in accordance with the conditions of entry which I have read and understood.
Signed……………………………………..………………………………

About the work(s)

1. Title…………………………………………………………

Medium/process/edition…………………………………………

Sale price $……………………………

2. Title…………………………………………………………………

Medium/process/edition……………………………………………
Sale price $……………………………