

UK's Craft Galleries Guide 2010/11 Application form

Please fill in and post with a CD containing all your entry material OR fill in the black form on-line and send material digitally

All details in these boxes will be used in your title bar

Gallery Name.....

Address.....

.....


..... Postcode.....


T: Email.....


Web page.....


Opening times.....


Please tick the logos you require:

Good disabled access 

Parking on site or nearby 

Commissions arranged 

Cafe on site 

Participant in 0% interest scheme for craft buyers 

Please check guidelines, supplied alongside this form, to help prepare your entry
Please list the media sold in your gallery IMPORTANT (this information will be added to the index):

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Specifications:

- a) 1 page of gallery text
Text should be prepared in a Word or Quark document or cut & pasted into the body of email
- b) Interior and/or exterior view of your gallery: Please supply as JPEG or TIFF saved at a minimum of 300 dpi, clearly labelled with name of gallery
Please insert Name of Photographer here if credit required.....
- c) Images & text for your makers if they require half-page entries OR
- d) A selection of up to 5 images per page for example H - clearly labelled with name and media (entry forms for makers available in side menu)
- e) If this leaves you with a blank 1/2 page please arrange for an extra photo strip of 3 images to fill the space.
- f) We would like to have a free reciprocal link from our web page to www.bcfbooks.co.uk YES/NO

Deposit - please send a cheque for £140 + VAT= £161 inc. (no other payment needed at this stage) with your entry.

Please make payable to **Craft Galleries**. This will be deducted from your final invoice.

However, if you cancel after work has started on your section (May/June) the money will be forfeited, to cover costs involved.

PROOFS/INVOICES

Proofs for your whole chapter will be emailed as PDF pages, with the invoice for the complete entry. i.e. Each gallery will be responsible for sending total payment for their chapter. It will be up to each gallery to make arrangements directly with their makers for payment, or to pay for them.

I/We have read the notes & conditions of entry and the schedule of deadlines and accept them all

SIGNED..... DATE..... 2009

All copy will be typeset and designed at the discretion of the Editor. The Editor reserves the right to reject unsuitable copy. Fees will be invoiced at the same time as the proofs are sent for approval, expected to be in July 2009. Full payment **MUST** be received when proofs are accepted and returned. Failure to do so may result in the entry not being included. If circumstances arise to prevent the book being published, all fees received in advance by Craft Galleries/BCF Books, will be returned.