

Craft Galleries/BCF Books

Burton Cottage Farm, East Coker, Yeovil, BA22 9LS

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## Entry Form for Makers with 1/2 page entry

### Craft Galleries Guide 2011/12

Please read thoroughly alongside the online guidelines and give all information.

Then send this form with your text & image, preferably saved on a CD, to your host gallery they will send their whole entry to BCF Books

NAME .....

MEDIUM FOR INDEX .....

HOST GALLERY .....

EMAIL .....

ADDRESS / TEL ONLY NEEDED IF NO EMAIL .....

.....

#### IMAGE/S

Please supply clear sharp images saved as a **TIFF/JPEG saved at MINIMUM OF 300 DPI, on a CD or email direct to: cm@craftgalleries.co.uk**

Please label your JPEG clearly, i.e. J.Smith/pot/Best Gallery not just File 5600B

If sending on a CD (ideally only include the image to be used not a selection of other pieces)

Please include hard copy with a good colour match

If you are unable to send a digital image please supply a print (NO SLIDES PLEASE)

If your photographer is to be credited please write the name here:

TEXT .....

Please check with the guidelines and decide which page format you need, then check the number of words suggested for that layout. Please supply text on CD, in Word or Quark or email direct - pasted into the message; again please make sure that your name and host gallery appear at the top of the text.

All copy will be prepared and laid out at the discretion of the Editor. The Editor reserves the right to reject/edit unsuitable text and poor quality images. Fees will be invoiced to your host gallery at the same time as 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. Please arrange to pay your gallery (**do not send any fees direct to Craft Galleries**) in advance to enable them to forward your payment at the correct time. If circumstances arise to prevent the book being published, all fees received in advance will be returned. VAT @20% will be added to all fees.

I the undersigned have read these notes and conditions of entry and accept them

SIGNED .....

DATE ..... 2011