

OPEN MEMBERS EXHIBITION:  
**Pressing Matters**

**September 28 – November 2, 2018**

ENTRY DEADLINE:  
**September 9, 2018**

LOCATION:  
**LynnArts**  
25 Exchange Street, Lynn, MA

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*The Monotype Guild of New England invites members in good standing to submit ONE 2-D monotype or monoprint for an exhibition at LynnArts in Lynn, Massachusetts.*

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## SHOW CHECKLIST

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Before starting the submission process:

- Print out the prospectus and this checklist to make the process easier.
- Create or update your EntryThingy.com account. You can set up an Entrythingy account using this link:

**<http://www.entrythingy.com/d=mgne.org>**

The profile information must include:

1. Your name as you would like it to appear on the labels for your work. (Please use caps for just the first letter of your first and last names.)
2. Your current contact information along with city and state.

NOTE: The manner in which you enter information into EntryThingy is critical. The labels emerge from EntryThingy exactly as you enter the data. Please be certain about titles, prices or NFS.

- Make sure that your membership in MGNE is up-to-date by checking your status on MemberPlanet:  
**<https://www.memberplanet.com/Login.aspx>**  
Problem logging in? See below\*
- Make sure you have a Paypal account since you will need to pay your entry fee via Paypal.
- Add **exhibitions@mgne.org** to your address book or contacts so you will be sure to receive any messages we will send about the exhibit.
- To be eligible for this show:
  1. You must be a current member of MGNE. You may join at **<http://mgne.org/membership/>**
  2. Your submission must be a monotype or monoprint as defined on the MGNE website: **<http://mgne.org/monotypedefined/>**
  3. Your piece must be no more than 40" wide, including frame.
  4. You may enter only ONE piece of work.

\* The login for MemberPlanet is your e-mail address. If you have forgotten your password, you will be sent a link to change it. Once in, you will see your name on the upper right. Click "go to my member portal". There you will see your renewal date for membership. We recommend using Safari or Chrome as your browser when using MemberPlanet, since Firefox has been problematic.

## IMPORTANT DATES

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- **Entry Process Opens:** August 1, 2018
- **Deadline for Entries:** September 9, 2018
- **Drop off Dates:** September 14, 10am-1pm and September 15, 10am-4pm  
*NOTE: Shipped work will not be accepted by LynnArts. Please contact [exhibitions@mgne.org](mailto:exhibitions@mgne.org) to connect with a member who could deliver your work.*
- **Exhibition Dates:** September 28 - November 2, 2018
- **Artists' Reception:** September 28, 5:30-7:30pm
- **Pick-Up Date:** November 3, 10am-4pm

## ELIGIBILITY

Your Monotype Guild membership must be up-to-date to participate. All prints must be either monotypes or monoprints. For detailed descriptions of those terms, please see our website: <http://mgne.org/monotypedefined/> Work cannot have been shown at an earlier MGNE exhibit. There will be a \$20 fee for your entry of one print.

## FRAMING, INSTALLATION & SIZE REQUIREMENTS

Work should be framed and ready to hang with a professional appearance. We cannot hang work without a proper wire on the back. Clip-on frames, saw tooth and keyhole hangers cannot be accommodated. There is a size limit of 40 inches framed width. The gallery director may refuse to install any work that is not presented in a professional manner. Please do not change your piece after completing the EntryThingy form.

## ENTRY FEE

There will be a \$20 fee for your entry of one print. Diptychs and triptychs will count as one entry. MGNE membership is open to all. To become a member, go to: [www.mgne.org/membership](http://www.mgne.org/membership)

## ENTRY PROCEDURE

**Easy on-line registration:** All submitted work will be exhibited, but you must register using EntryThingy at this address: <http://www.entrythingy.com/d=mgne.org>

We will begin to take entries on August 1, 2018 and will close the EntryThingy site on September 9, 2018. We will post reminder announcements via social media and by email. You will need to fill out all required fields and click "submit". In order to complete your entry, you must submit payment of the entry fee of \$20.00 to Paypal. When your Paypal payment has gone through, your submission will be complete.

## IMAGE FORMAT

Only JPEG files will be accepted. JPEGs must have a resolution of 300 dpi and be 1800 pixels on the longest side.

## INSURANCE

While the Gallery does have basic insurance covering damage or theft, artists leaving work that is priced at high values should consider selecting more appropriately priced. Artists who leave works that are valued over \$2000 will be doing so at their own risk.

## SALE OF ARTWORK

LynnArts will encourage sales. Commissions of 30% on artwork sold during the exhibit will be taken by the gallery. Artists will be paid within 60 days after the exhibit ends, usually sooner. Work may not be removed from LynnArts until the exhibit ends.

## HAND DELIVERY

Please label all artwork with your name, price, title of the piece, and contact information. Hand delivery will take place on Friday, September 14, 2018, 10am-1pm and Saturday, September 15, 2018, 10am-4pm.

## PICK-UP

Saturday, November 3, 2018, 10am-4pm. Work that is not picked up within ten days will become the property of the Monotype Guild of New England.

## PUBLICITY

Digital files must be print-quality (300 dpi). By entering this exhibition, each artist grants consent for the use of submitted images for reproduction in print, for publicity and for educational purposes by both MGNE and LynnArts.

## RELEASE

It is agreed that MGNE and the museum staff will handle your work with the care and respect that they accord their own work, but we cannot be responsible for damage to entrants' work while being hung, exhibited, taken down or otherwise handled during the course of this exhibition.

## QUESTIONS

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Contact Kate Higley and Andrea Warner at: [exhibitions@mgne.org](mailto:exhibitions@mgne.org)

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*The MGNE board thanks you for your entry!*

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