

## ENTRY FORM

- 1 Please print out a copy of this ENTRY FORM and complete it by hand.
- 2 **Competition Rules.** All of the Rules set out in the accompanying RULES & GUIDELINES document apply. This ENTRY FORM provides some additional guidance on the naming and submission of photographs, and on the payment of entry fees.
- 3 **Portfolios.** If you submit between four and eight photographs they will be treated as a single portfolio unless you specify otherwise in writing on the blank back of this ENTRY FORM. If you submit more than one portfolio, you MUST specify clearly in writing on the blank back of this ENTRY FORM which photographs belong to each portfolio. There is no limit to the number of ENTRY FORMS that you may submit if it makes this process simpler for you.
- 4 **Naming of photographs.** All digital image files must be named in the following format:  
Surname\_Home postcode\_Unique\_name (e.g. Smith\_EX131AB\_Swans\_on\_Yarty.JPG).  
If you also wish to submit prints of your photograph(s), you should write the name of each image on labels attached to the back(s) of the print(s) and send your submission by post or deliver it by hand to Axminster Heritage Centre, Thomas Whitty House, Silver Street, Axminster EX13 5AH. If you do this then you must also provide your digital image(s) at the same time on either a USB stick or CD-ROM.
- 5 **Submission of photographs.** The preferred method of submission where prints are not involved is via Email. If submitting in this way, please sign and then scan this completed ENTRY FORM (including the back if relevant), saving the scan file with a name which includes your surname and home postcode in the following format:  
Surname\_Home postcode (e.g. Smith\_EX131AB.JPG or .PDF).  
Then either send an Email to [history@axminsterheritage.org](mailto:history@axminsterheritage.org) with all of the relevant files (the ENTRY FORM and all of the photographic image files, including EXIF data) as attachments (either individually or in a Zip file), or use a service such as WeTransfer. We recommend that if you decide to send multiple ENTRY FORMS then you submit each one (plus associated images) via separate Emails.
- 6 **Payment of Entry Fees.** Payments (£1 per photograph) may be made **in person** at Axminster Heritage Centre during museum opening hours (by cash, cheque or payment card); or **by post** (by cheque). If you wish to make a **direct bank transfer** or if you wish to pay by **PayPal**, please send an Email first (see above) for details, and then include within the reference linked to the transfer your surname and postcode.
- 7 **Age declaration.** I confirm that I was aged under 17 / over 17 (delete as not applicable) when the last of the photographs that I am submitting under this ENTRY FORM was taken.

Signature

Name (please print)

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I have read and understood the RULES, including No.13 (covering reproduction rights).