

## Submission schedule

### THE 89<sup>th</sup> ANNUAL OPEN EXHIBITION OF THE SOCIETY OF GRAPHIC FINE ART

MENIER GALLERY, 51 SOUTHWARK STREET, LONDON SE1 1RU 4<sup>th</sup> October – 16<sup>th</sup> October 2010

**THIS SUBMISSION SCHEDULE TO BE RETURNED TO: SGFA EXHIBITION, 27 LORNE AVENUE, CROYDON, SURREY, CR0 7RQ  
BY SATURDAY 21st AUGUST 2010 PLEASE COMPLETE ALL PARTS OF THIS SCHEDULE !**

Please tick in white box

FULL MEMBER	HONORARY MEMBER	ASSOCIATE MEMBER	NON MEMBER
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PLEASE COMPLETE IN BLOCK CAPITALS

NAME ( as to appear in catalogue)		ART SOCIETY INITIALS (National only)	
ADDRESS		POSTCODE	
TELEPHONE NO		EMAIL	
SIGNATURE	I accept the terms and conditions of this exhibition and confirm that all work entered by me complies with these.	Date	

TITLE FOR CATALOGUE	MEDIUM	Framed Size [ in inches ] H x W	THEME (Tick)	PRICE £	ACCEPT/REJECT
SUBMISSION FEE ( Honorary & Non – Members only )		OVERSIZE FEE/S		TOTAL FEES PAYABLE	
FOLIO WORKS FEES ( Members only ) Maximum of 3		HANGING FEES ( Non Members only )		FEES RECEIVED	

NAME..... SGFA NOTIFICATION OF WORK ACCEPTED/ REJECTED  
Please note: ALL SELECTED WORK MUST BE SECURE, SEALED, LABELLED AND FITTED WITH “D” RINGS AND TAUT CORD READY FOR HANGING.

### ALL ARTISTS - PLEASE COMPLETE THIS SECTION AS WELL!

TITLE FOR CATALOGUE	MEDIUM	Framed Size H x W	Theme (TICK)	PRICE £	ACCEPT/REJECT [SGFA use]
Total fees payable		Fees received [ SGFA use only ]			

## **1. Who may submit work for the selection process and how much does it cost?**

**Full, Honorary and Associate Members of the SGFA and non - Members may submit work for the Annual Open Exhibition.**

- **Full Members** of the SGFA may submit up to **five** framed works with no submission fees. Up to **35** personal cards.\*
- **Honorary Members** may submit up to **five** framed works for exhibition at a submission fee of £5 per work, though the first one is **FREE**. Up to **35** personal cards.\*
- **Associate Members** of the SGFA may submit up to **four** framed works with no submission fees. Up to **25** personal cards.\*
- **All Members** (Full, Honorary, Associate) may submit up to **three** works for the Folio Stand @ **£4** per item handling fee.
- **Non Members** may submit up to **four** framed works, of which **three** may be selected for hanging. Non members pay a submission fee of **£8** per artist at the time of submitting work for consideration and then a hanging fee of **£10** per picture for all work **accepted for hanging** (plus any over-size fees as required). **No Folio works or personal cards allowed.**
- Note: Fees are payable by **all** for any **oversize work** accepted for hanging: Longest dimension 27" or more: **£4**, 42" or more **£8**.
- \* Personal card numbers must **not** be replaced to the numbers shown when sold. **10%** SGFA commission is charged on all card sales.
- The SGFA will deduct a commission of **35%** [ plus VAT, if applicable ] from the sale price of all other work. Please take this into account when pricing your work.

## **2. What is eligible work?**

**The SGFA exists to promote fine art drawing skills and exhibit artwork demonstrating such skills.**

**Artwork that IS eligible for submission includes:**

- Drawings in any medium - Pencil, Coloured Pens and Pencils, Pen and Ink, Pastels and Oil Pastels, Charcoal, Conte etc.
- Any original artwork – including paintings – which demonstrate **evidence of drawing by hand** (e.g. artist's printmaking, watercolours, acrylics, oil pastel drawings).

**Artwork that is NOT eligible includes:**

- work in pure watercolour with no additional drawing, pure oil paintings, unglazed acrylics or digital imagery generated by a computer.
- giclee prints and all other reproductions and facsimiles.
- work previously hung in an SGFA London exhibition in the last three years.

## **3. How to submit work for selection**

**NO ORIGINAL ARTWORK SHOULD BE SUBMITTED FOR SELECTION.**

**THE CATALOGUE IS COMPLETED FROM THE ENTRY FORM.** It is therefore vital that all required information is included and is accurate.

**DEADLINE FOR SUBMISSION:** The deadline for receipt of the completed entry form, reproduction of artwork and [ if applicable ] payment of the artist submission fee, is **Saturday 21<sup>st</sup> August 2010.**

The Hanging Committee will endeavour to hang all selected works.

### **3.1 What you should submit:**

**You must submit an Entry Form, media which provides an accurate representation and details of your artwork and (non-Members only) payment of the £8 submission fee.**

- **Presentation:** All work submitted should **only** be in the form of one of the following: good quality photographic prints (maximum size A4; minimum size 6" x 4"); laser colour or mono photocopies (as appropriate) 35mm colour slides; slides made from digital files. All coloured work must be presented in a form which replicates accurately the colours present in the work. Failure to do so may mean a selected work is not hung when the original artwork is received at the Gallery. **LABEL ALL SUBMISSIONS with your name, medium, size, price and the title of the work.**
- **Enclose** a suitably sized stamped - addressed envelope if you want your media submissions returned to you.
- You should also indicate whether the work is relevant to the exhibition theme which this year is **"THE FRONT LINE"** and whether unframed prints are also available. **The selectors will exercise a strict "relevant to theme" process.**

#### ■ How to submit:

■ All Entry Forms **MUST** be received by **Saturday 21st August 2010**.

■ Send the completed Entry Form and slide/photograph submission to: **SGFA EXHIBITION, 27 LORNE AVENUE, CROYDON, CR0 7RQ, UNITED KINGDOM**.

■ **Non-members only:** All non -Members pay **£8** per artist's total submission. Payment should be made by way of a cheque made payable to the SOCIETY OF GRAPHIC FINE ART and **MUST** be enclosed with the entry form.

You will be notified of the result of the selection by early September 2010.

### 3.2 Optional Theme title for 2010: "THE FRONT LINE"

■ Each year the Annual Open Exhibition has an optional theme. For 2010, the optional theme "THE FRONT LINE" can be interpreted as you see fit within the definitions of the words. You are not obliged to submit work based on the theme. If you choose to submit work then please indicate this in the relevant box on the submission schedule and please ensure it is RELEVANT TO THE THEME.

## 4. Conditions of entry for selected work

### 4.1 Conditions which apply to all entries and selected artwork

■ **ALL ARTWORK MUST BE ELIGIBLE.** All works submitted are governed by the relevant rules and bylaws of the Society. Artwork which is evidently not eligible when presented will not be exhibited. Artwork which is significantly different from the representation of the artwork submitted for selection is unlikely to be hung.

■ **ALL ARTWORK MUST BE LABELLED.** All work must be labelled on the back in **BLOCK CAPITALS – to include: name (no address) and initials of relevant Art Societies only; title of work; medium used and the price.**

■ **The artist MUST be able to assert copyright in writing for the original artwork presented and/or limited edition artists' prints.** This means it must not be copied from an original work created by another person.

■ **Insurance:** The Gallery and the Society of Graphic Fine Art will take all reasonable precautions to protect work submitted for exhibiting, however, neither the Gallery nor the SGFA is responsible for any loss or damage to the work. **You are advised to take out appropriate insurance on your work.**

■ **Publicity:** All works are submitted on the understanding that they may be photographed for use in press releases and publicity associated with the exhibition.

■ **Sales prior to exhibition:** All work must be for sale. If you sell the work prior to the exhibition you may **not** submit another for sale in its place though the original may be displayed as NFS [Not For Sale] by prior arrangement with the SGFA. If work is sold in connection with the exhibition by any means, then normal commission of 35% to the SGFA is due.

■ **Signature on the schedule of submission.** This signifies the artist's agreement with the terms and conditions of the SGFA exhibition (i.e. this document).

### 4.2 Framed works:

■ All framed work should have been executed within the last five years and not previously hung in an SGFA London exhibition for a period of three years prior to this exhibition.

■ **All artists submitting more than two framed works MUST INCLUDE at least one drawing or print in monochrome.**

■ Pricing for framed work **should observe minimum prices** (Paintings: £200; Drawings and Artist's limited edition prints: £100) Unframed Prints at Artist's discretion.

■ All framed works must be presented unpacked, labelled and ready for hanging (i.e. robust frame; sealed at the back and fitted with "D" rings and preferably strong nylon cord. If wire is used, it **must** be bound with tape.

No work should have any projections which might damage another frame when stacked. Metal frames are not permissible. The SGFA reserves the right to reject any work presented which is unsuitable for hanging or incapable of being hung. Non - reflective glass is inadmissible and any works glazed as such will not be hung.

### 4.3 Framed prints:

All framed prints must be labelled on the back (see above.)

### 4.4 Folio work: [ please enter details of your folio works on the enclosed form and return with the schedule ].

**SGFA Members** only (Full, Associate and Honorary) can submit up to **three** Folio Works at a cost of £4 per work, handling fee.

All folio work must be:-

■ presented in a suitable quality mount/mat and be securely covered in a protective and transparent cellophane/film.

■ labelled on the back (see above).

■ original hand artwork only. NO reproductions, Giclee prints, photographs or other reproduction methods.

**5. Delivery and collection PLEASE RETAIN THIS TOP PORTION FOR DELIVERY / COLLECTION DETAILS TO ART MOVES!**

**4.5 Delivery dates for selected artwork only:**

All artwork needs to be delivered to Art Moves of Chelsea and **MUST BE UNWRAPPED AT ART MOVES.**

**All framed work MUST be fitted on the back with "D" rings and tight cord.**

The dates for 2010 delivery in London and for regional pick-ups are as follows:

PLACES	ADDRESS	DATES	CONTACT
<b>LONDON</b>	Art Moves of Chelsea, Nationwide Self Storage, Blantyre Street, Chelsea, LONDON SW10 0EQ	Thursday 30 <sup>th</sup> September 12 noon - 3.30pm Saturday 2nd October 12 noon-3.30pm	
<b>BIRMINGHAM, BRISTOL, CARDIFF, NORWICH</b>	Contact <b>Sharon</b> of Art Moves <b>BEFORE Friday 30th JULY</b> for details of dates, times, locations and any costs between you and Art Moves.		<b>Sharon</b> at Art Moves on 020 7352 7492 –
	Your notes		

**4.6 Collection of all unsold work:**

PLACES	ADDRESS	DATES	CONTACT
<b>LONDON</b>	Art Moves of Chelsea, Nationwide Self Storage, Blantyre Street, Chelsea, LONDON SW10 0EQ	Thursday 21st October 12 noon- 3.30pm Saturday 23rd October 12 noon-3.30pm	
<b>BIRMINGHAM, BRISTOL, CARDIFF, NORWICH</b>	Contact <b>Sharon</b> of Art Moves <b>BEFORE Friday 30th JULY</b> for details of dates, times, locations and any costs between you and Art Moves.		<b>Sharon</b> at Art Moves on 020 7352 7492 –
	Your notes		

**4.7 Menier Gallery:**

Accepted works may be delivered directly to the Menier Gallery on Sunday 3rd October between 10.30am and 12.30pm **ONLY**.

All sold and unsold works may be collected from Menier Gallery on last day, Saturday 16th October, between 4.00 and 5.00pm.

Please note: Limited access. The Menier Gallery has no lift [ stairs only ] to the lower ground floor.

Exhibition opens at 12.30am on Monday 4<sup>th</sup> October and closes on Saturday 16<sup>th</sup> October at 5.00pm.

Normal exhibition opening hours are: 10.00am to 6.00pm. **Not open on Sundays.**

**Please contact Art Moves if it is not possible to deliver or collect your work on the set dates above and make your alternative arrangements with them, though additional storage charges may apply.**

**ALL ARTISTS - RETAIN THIS PART FOR YOUR REFERENCE!**

# FOR SGFA MEMBERS ONLY

## SUBMISSION FORMS 1 & 2 FOR PERSONAL CARDS/POSTCARDS AND FOLIO WORKS

[ Please return this whole sheet, if relevant, with your return schedule ]

**[ Part one ]**

Full and Honorary Members may submit up to a total of 35 and Associate Members up to 25 cards on the Carousel though, if full, other storage may be necessary. Cards should be protected in a cellophane envelope, titled and individually priced. Please ensure that your name is visible on the card or wrapping. Postcards do not need to be covered, though priced.

Name.....Tel no .....

[ Please tick one box ]    FULL [  ]    HONORARY [  ]    ASSOCIATE [  ]

I will submit:-

Number of cards.....Title.....Price.....

Number of cards.....Title.....Price.....

Number of cards.....Title.....Price.....

Number of cards.....Title.....Price.....

Number of cards.....Title.....Price.....

.....  
**10% commission** to SGFA on card/ postcard sales. **Personal cards must NOT be replaced when sold.**

**[ Part two ]**

**PLEASE LIST YOUR FOLIO WORKS HERE TO BE INCLUDED IN THE FOLIO STANDS**

**[ MAXIMUM: 3 ITEMS AT £4.00 EACH. ORIGINAL ART ONLY, NO REPRODUCTIONS ]**

Please ensure that all folio work is presented in a suitable quality mount/mat and securely covered in a protective transparent cellophane film with your name, medium used and price clearly labelled on the back of each item.

Name.....Tel no .....

[ Please tick one box ]    FULL [  ]    HONORARY [  ]    ASSOCIATE [  ]

I will submit:-

Folio title one .....

Medium used .....Price £ .....

Folio title two .....

Medium used .....Price £.....

Folio title three .....

Medium used .....Price £.....

Sold Folio works are charged at **35% commission**, please take this in to account when pricing your work.

**No work to be replaced in the Folio stands when sold.**

**Please return this WHOLE FORM to: SGFA Exhibition Manager, 27 Lorne Avenue, Croydon, Surrey, CR0 7RQ. UK, together with your return schedule.**