

## Submission information

95<sup>th</sup> ANNUAL OPEN EXHIBITION  
Of the Society of Graphic Fine Art,  
Menier Gallery, London SE1 1RU

3 – 15 October 2016

- Closing date for **digital** entries Friday 22<sup>nd</sup> July 2016
- Closing date for **paper** entries Friday 15<sup>th</sup> July 2016

# DRAW 16

*Please retain this information sheet for your future reference*

## 1. Who may submit work 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** may submit up to **5** framed works.
- **Honorary Members** may submit up to **4** framed works.
- **Associate Members** may submit up to **4** framed works.
- **All Members** (Full, Honorary, Associates). There will be no hanging fees for framed works. Any member may also submit up to **3** works for the folio stand at **£4** per work and up to **20** artist cards and **10** books of the same title at no charge.
- **Non-Members** may submit up to **3** framed works. A non-returnable entry fee of **£15 is required per work submitted** (payable on submission). There will be no additional Hanging Fee. Non-Members may **not** submit folio works, artist cards or books.
- **Oversize works:** any work over one meter in either height or width, the measurement based on the framed size, shall count as **two** entries. For Example a Full member could enter 5 non oversize works, or one oversize work and 3 other works, or 2 oversize works and one other work.
- **Oversize works not acceptable:** any work over 1.8 meter in either height or width, the measurement based on the framed size.
- **Commission** The SGFA displays the artists' work on a sale or return basis as agent and will deduct a commission of **35%** from the sale price of all work sold. Please take this into account when pricing your work. (VAT registered artists please note that the SGFA has no involvement in the administration of this tax. Contact the SGFA Hon Treasurer if you need to discuss this). **10%** SGFA commission is charged on artist cards and books.

## 2. Eligible work

The SGFA exists to promote fine art drawing skills, to this end the selection committee will be looking for **strong evidence of drawing** in the work submitted.

**Work that is eligible for submission includes:**

- **Drawings** in any medium: - pencil, coloured pens and pencils, pen and ink, pastels and oil pastels, charcoal, conté, etc.
- Any original artwork, including paintings, which demonstrate **evidence of drawing by hand:** - original printmaking, watercolours, acrylics, etc.

## Work that is NOT eligible includes:

- Digital imagery generated by computer.
- Giclee prints and all other reproductions and facsimiles.
- Work previously hung in an SGFA London exhibition.
- Work that is more than five years old
- Any work that might infringe on copyright law or is an identifiable reproduction of another's composition (regardless of media) even with copyright waiver, or if the permission of the artist has been obtained.

**Artists submitting *more than 2* small framed works, or one large, must include at least one drawing in monochrome.**

### 3. How to submit work

#### NO ORIGINAL WORK SHOULD BE SUBMITTED FOR SELECTION.

#### DEADLINE FOR SUBMISSION:

The deadline for receipt of the completed entry form, digital images of work, and payment of the applicable submission fee is: **Friday 22<sup>nd</sup> July 2016**. Artists are encouraged to submit their work digitally, but if this is not possible paper submissions will be accepted by **Friday 15<sup>th</sup> July 2016**

**The information you provide in the Entry Form will be used in the catalogue and picture labels, therefore completeness and accuracy are vital.**

Typed Submission Entry Form – Type your information in proper case e.g.

personal details	Joan	Jones	ASGFA
work details	The Winding Road	Pencil	300.00

Written Submission Entry Form– We have to retype written forms (hard copy and scanned emails) into the computer records, therefore for clarity please put the information on the form in BLOCK CAPITALS.

#### What to submit

- You must complete and return the submission **entry form (download from Website)** and either
- **email** it to [susan@oldsbrim.co.uk](mailto:susan@oldsbrim.co.uk) if sending digital submissions (including submissions where you are sending a scan of a written form) or
- **post** it to: **SGFA c/o Oldsbrim Studio, Poundsgate, Dartmoor, Devon, TQ13 7PT**
- It is implicit in the completion of these forms that you have adhered to the terms and conditions of entry.
- If you are under 30yrs old and thus eligible for our Young Artists Drawing Award, please enter your date of birth.

#### DIGITAL SUBMISSIONS (including written forms scanned and emailed)

- You are encouraged to submit both your submission form and images of your work as email attachments. Please send your images as **jpegs only**. Only one image per work. The image file name should be in the following format example: PooleSusanModelSoldierL.jpg where Poole is last name, Susan is first name, Model Soldier is title of work. The letter 'L', in this example, is **only** entered if your work is oversize as defined in paragraph 1 above. The resolution should be as high as possible but the file size should be no more than 6MB. Your images should be emailed **one at a time** to [susan@oldsbrim.co.uk](mailto:susan@oldsbrim.co.uk)

#### PAPER SUBMISSIONS

- If you are unable to submit your work digitally you may send images as good quality photographic prints or laser/inkjet printer copies on paper (A4 size, only one image per work). The images must accurately replicate the colours and details present in the actual work.

All paper images must be clearly marked on the reverse with your **name, title, medium, size (the letter 'L' in brackets if your work is oversize as defined in paragraph 1 above), and price** of the work. These should be posted to: **SGFA c/o Oldsbrim Studio, Poundsgate, Dartmoor, Devon, TQ13 7PT**

## ALL SUBMISSIONS

- The images must accurately replicate the tones, colours and details present in the actual work. Low resolution images and poor quality photographic images will affect your chances of selection. Any work received at the gallery that is not substantially the same as represented by your images will not be hung. We are not able to return photographic images.
- Any Folio fees should be paid for upon submission by bank transfer to The Society of Graphic Fine Art, sort code 09 01 51, account number 17760900 (your name as reference) and advise payment by email to: [greaves2.connects@btinternet.com](mailto:greaves2.connects@btinternet.com). Cheque payment is also acceptable; please send the cheque payable to Society of Graphic Fine Art to SGFA 9 Drakes Court, Quayside Walk, Marchwood, Southampton, SO40 4AA. Write on the reverse of the cheque -Folio and your name as it appears on the Entry Form.
- **Non-Members** are required to pay a non-returnable entry fee of **£15 per work submitted**. This should be paid by bank transfer to: The Society of Graphic Fine Art, sort code 09 01 51, account number 17760900 (your name as reference) and advise payment by email to: [greaves2.connects@btinternet.com](mailto:greaves2.connects@btinternet.com). Cheque payment is also acceptable. Please send the cheque payable to **Society of Graphic Fine Art** to SGFA, 9 Drakes Court, Quayside Walk, Marchwood, Southampton, SO40 4AA. Write on the reverse of the cheque - Entry and your name as it appears on the Entry Form.
- **Please read all of the terms and conditions, and retain this information sheet for future reference.**  
*You will be notified of the result of the selection by early September 2016.*

## 4. Terms and Conditions

### General terms and conditions

- You must tick the box on the entry form which signifies your agreement with the terms and conditions of the SGFA exhibition.
- **Insurance.** The SGFA and the gallery will take all reasonable precautions to protect work submitted for exhibiting. However, neither the SGFA nor the gallery is responsible for any loss or damage to the work. *You are advised to take out appropriate insurance on your work.*
- **Publicity.** All work is submitted on the understanding that it may be photographed and/or images of the work may be used in publicity, press releases, reviews and articles associated with the exhibition.
- **Sales.** All submitted work must be for sale. Any exception to this must be agreed by prior arrangement with the SGFA.
- **Sales prior to exhibition.** If you sell a submitted work prior to the exhibition you may *not* submit another for sale in its place. However, the original may be displayed as Not for Sale (NFS) by prior arrangement with the SGFA. If work is sold in connection with the exhibition by any means, normal commission of 35% to the SGFA is due

### Submitted and selected work

All works must be eligible. All work submitted is governed by the relevant rules of the Society. Work which is evidently not eligible when presented will not be exhibited.

- The artist must be able to assert copyright for the original artwork presented. This means it must not be copied from an original work or photograph created by another person. Nor should it be an identifiable reproduction of another's composition (regardless of media) even with copyright waiver, or if the permission of the artist has been obtained.
- Pricing for framed work must observe *minimum prices*: Paintings and drawings £250; editioned prints £150. Folio work is at the artist's discretion.

- The SGFA will endeavour to hang all selected, eligible works.

### Instructions for selected framed work

- All framed work must be presented unpacked, labelled and ready for hanging.
- Work must be labelled on the back in BLOCK CAPITALS with: **Name of Artist, Title, Medium, Price.**
- Framing must be robust, sealed, and fitted with “**D**” rings and strong nylon hanging cord (if wire is used it must be bound by tape). Metal frames are inadmissible. Very large works may require mirror plates.
- No work should have any projections which might damage another frame when stacked.
- Elaborate framing and/or coloured mounts are not recommended.
- The SGFA reserves the right to reject any work which has framing unsuitable for hanging, or is presented in an unacceptable condition.

### Instructions for unframed work, artists’ cards and books (SGFA Members only)

- All folio work must be presented in a suitable quality mount/mat and sealed in protective, transparent film.
- Folio work must be labelled on the back in BLOCK CAPITALS with: **Name of Artist, Title, Medium, Price.**
- Folio work must be original artwork; reproductions, giclee prints, photographs or other reproduction methods are not admissible.
- Folio work, artist cards, and books must not be replaced when sold.
- All artists cards submitted should be **the same price** and priced in units of 50p. The maximum price per card is £10. They should be sealed in clear protective film, and labeled with the artists name and price.
- Books (one title only) must be priced on the back.

## 5. Delivery and Collection

### Delivery and collection service by ART MOVES OF CHELSEA.

Your accepted work needs to be delivered to Art Moves of Chelsea.  
 Instructions for framing are set out in section 4 above; *your work must be unwrapped at Art Moves.*  
 The dates for 2016 delivery in London and for regional locations are as follows:

#### DELIVERY

Location	Address	Date	Contact
<b>LONDON</b>	Art Moves of Chelsea, Chelsea Self Storage, Blantyre Street, Chelsea, London SW10 0EQ	Thursday 29 <sup>th</sup> September 12:00 noon - 3:30 pm  Saturday 1 <sup>st</sup> October 12:00 noon - 3:30 pm	
<b>BIRMINGHAM BRISTOL CARDIFF NORWICH</b>	Contact Sharon of Art Moves <b>before 18<sup>th</sup> August 2016</b> if you think you may require this service. Details of dates in September, times, locations and any additional costs can be agreed between you and Art Moves		Sharon 020 7352 7492

### COLLECTION

<i>Location</i>	<i>Address</i>	<i>Date</i>	<i>Contact</i>
<b>LONDON</b>	Art Moves of Chelsea, Chelsea Self Storage, Blantyre Street, Chelsea, London SW10 0EQ	Thursday 20 <sup>th</sup> October 12:00 noon - 3:30 pm  Saturday 22 <sup>nd</sup> October 12:00 noon - 3:30 pm	
<b>BIRMINGHAM</b> <b>BRISTOL</b> <b>CARDIFF</b> <b>NORWICH</b>	Contact Sharon of Art Moves <b>before 18<sup>th</sup> August 2016</b> if you think you may require this service. Details of dates, times, locations and any additional costs can be agreed between you and Art Moves		Sharon 020 7352 7492

*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. Additional charges may apply.*

A list of what you are entering – (display works, folios, cards, books) should be given to Art Moves when you deliver work to them.

### **Delivery and collection to the MENIER GALLERY.**

Your accepted work may be delivered directly to the Menier Gallery on:

**Sunday 2<sup>nd</sup> October between 11.00 am and 12.30 pm ONLY.**

All unsold works may be collected from the Menier Gallery on:

**Sunday 16<sup>th</sup> October, between 11.00 am and 12.30 pm ONLY.**

## **6. Exhibition Information**

- Exhibition opens 12:30 pm on Monday 3<sup>rd</sup> October, closes Saturday 15<sup>th</sup> October at 5:00 pm
- Opening hours are Mon/Tues/Weds/Thurs/Fri/Sat 11:00 am to 6:00 pm; Sun closed.
- Private view night is Tuesday 4<sup>th</sup> October 6:00 pm – 8:00 pm. All Artists and their guests are welcome.
- Limited access: the Menier Gallery has no lift [stairs only] to the lower ground floor.

*Please retain this information sheet for your future reference*