

**GENERAL TERMS & CONDITIONS AND
EXHIBITION INFORMATION SHEET
FOR NON MEMBERS FOR THE 156th
EXHIBITION IN 2017**



Private View

The Society is delighted that the 156th Exhibition will be officially opened by Her Royal Highness Princess Michael of Kent on Wednesday, 5 July at 11am. Please collect private view invitations on receiving day for yourself and your guests or use the digital version emailed to exhibitors.

Venue

The Mall Galleries, The Mall, London SW1 where the Society will show in the Main and North Galleries. Handing in will take place at the administrative offices of the Mall Galleries, 17 Carlton House Terrace, London SW1Y 5BD. Parking is available on meters in Carlton House Terrace and Waterloo Place. ANY ARTIST PRODUCING 3D WORK WILL BE ASKED TO SEND ONLY DIGITAL IMAGES TO SUBMIT WORK.

Online Pre-selection

Artists may upload images of their work online at registrationmallgalleries.org.uk. The selectors will choose works to be delivered on Receiving Day, to be judged at final selection. N.B. Works that are pre-selected are not automatically accepted for the exhibition, but enables artists to submit works for initial consideration without transport and framing costs.

ALL 3D Artwork

Due to a lack of storage space all artists producing 3 Dimensional work will need to submit work online at registrationmallgalleries.org.uk for selection. After the 31 March Artists will need to log back on to registrationmallgalleries.org.uk for final notification. Successful work should be delivered to Carlton House Terrace on a date, which will be confirmed, between the 26 and the 30 June and large scale or heavy work to Gallery Mall side Monday 3 July 10am - 12 noon.

Exhibition Dates

Online Submission	Monday 05 January – Thursday 23 March at MIDDAY
On line notification Results:	Friday 31 March (Logon at registrationmallgalleries.org.uk)
Receiving Day for wall hanging works:	Saturday 06 May, 10am - 5pm
Selection Days:	Sunday and Monday, 07 and 08 May, 9.30am - 5pm
Notification of results of selection	
will be ONLINE ONLY:	Wednesday 10 May on the SWA website
Collection of unaccepted/ANH work:	Friday 12 May, 10am - 5pm ONLY
Delivery of 3D work to the Mall:	TBC
Private View:	Wednesday 05 July, 10am to 8pm
Exhibition Open:	Tuesday 04 July at 4.00pm to Sunday 9 July 10am to 5pm daily, Closing 3pm on Sunday 9 July
Collection of unsold work:	Friday and Saturday, 14 and 15 July, 10am - 5pm

Collection of unaccepted and ANH work

The SWA will publish a list of names and Registration numbers of the work(s) accepted on their websites on 10 May. If you are unable to check results on line please contact the Executive Secretary, in case you have to collect unselected work on 12 May. After this date you will have to contact Picture Post (see overleaf, their commercial handling charges will apply).

Categories of work

Categories of work which are acceptable: painting, pastels, drawing, mixed media, sculpture, in all media; engraving, lithography, and ceramics, glass and metal not of a utilitarian nature.

Awards

We are pleased to confirm our £2000 Special SWA Fine Art Award. Please see our website for a full lists of Awards and information on our wonderful sponsors.

Young Artist

The submission fee for young artists is reduced to £8 per work. Artists aged 35 or under should mark the top of their schedule with the letters YAA and date of birth to signify that they are eligible for the Young Artists categories.

GENERAL CONDITIONS FOR SUBMITTING WORK FOR EXHIBITION

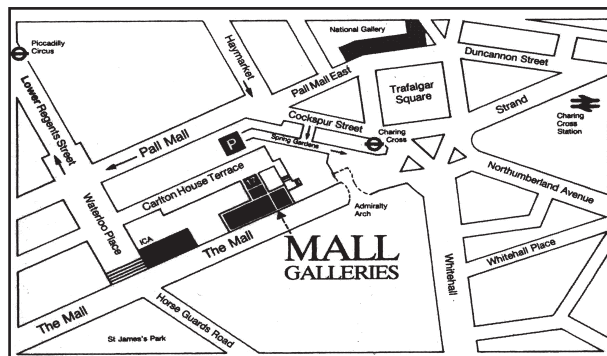
These conditions apply to all exhibitions administered by the Exhibition Administrators. The term 'Exhibition Administrators' means The Society of Women Artists Ltd.

PLEASE NOTE ALL 3 DIMENSIONAL WORK MUST BE SUBMITTED ON LINE (this will be a single stage submission process)

- 1. Submission Procedure for wall hanging/2D work** (there are 2 ways to submit work) a) If you have chosen to go through on line pre-selection and have been selected, **please print off your pre populated entry schedule and labels ready for receiving day.** b) The receiving days for the exhibition are printed on the previous page. Works, together with the completed entry schedule and submission fees (this will have already been paid if you have been through pre selection), should be delivered to the administrative offices of the Mall Galleries at 17 Carlton House Terrace, London SW1. Works can only be accepted on the receiving days stated.
- 2. Entry Schedule** If you have been through digital selection please print off the pre populated on line entry schedule. If you have not, please complete the Society of Women Artists entry schedule clearly, using block capitals. The entry schedule must accompany all works on receiving day. The entry schedules are used to compile the catalogue. Please make sure that the labels on work bear the same information as that on the schedule. Entering work for submission is to be taken as the unreserved acceptance of the entire contents of these conditions and those on the entry schedule.
- 3. Submission Fees** The submission fee for non-members is £15 per work, or £8 per work in the case of young artists, irrespective of size or medium, to be paid at the time of delivery of work, if you have not been through online pre-selection. Cheques should be made payable to The Society of Women Artists. There are no hanging fees.
- 4. Number of works & Membership** A maximum of four works can be hung. Artists seeking election to Associate membership (ASWA) should submit six works (although a maximum of four will be hung) for consideration by the Selection Committee, which will not consider portfolios. Associate members will be eligible for election to full membership in the year following.
- 5. Size of work** The requested size on the schedule refers to the exterior frame size or, in the case of sculpture, the longest overall measurement. The maximum submission size for paintings is 182cm on the longest length. The maximum size for sculpture is 182cm across the longest length. All works will be judged by merit but the number of works hung might be reduced if all works are of maximum size.
- 6. NOTIFICATION OF RESULTS THE SOCIETY WILL PUBLISH A LIST OF NAMES AND REGISTRATION NUMBERS OF THE WORK(S) ACCEPTED ON THE WEBSITE ONLY ON THE 10 MAY: WWW.SOCIETY-WOMEN-ARTISTS.ORG. PLEASE CONTACT THE EXECUTIVE SECRETARY IF YOU DO NOT HAVE ACCESS TO THE INTERNET.**
- 7. Collection of Works** Unaccepted and ANH (Accepted Not Hung) works must be collected on **12 May and only on this day.** Accepted unsold works must be collected after the Exhibition on **14 and 15 July** and only on these days. The Society reserves the right to send into storage any works which have not been removed on time. All works (including artists OWN unsold cards) should be collected on the due dates from 17 Carlton House Terrace, London SW1, except in those cases where an alternative address is specified. Representatives of the artists must be able to produce an appropriate collection order or Registration number.
Please note that works not collected will be sent to Picture Post for storage and will incur Picture Post's commercial handling charges of £18 per work for up to 90 days of storage after which the work will be disposed of. Artists should contact Picture Post by email where possible, to agree a date to bring the work back to the Mall Galleries car park for collection by artists on a pre-arranged date. This means that artists can request Picture Post to redeliver any unaccepted and ANH work back to the Mall Galleries to consolidate with the collection of unsold work. Further info and contact details on page 4.
- 8. Storage Charges** Storage in any place shall, as stated previously, be on such conditions as the Exhibition Administrators shall think fit, but in any event shall be on terms which exempt the storer from all liability for the safe custody and care of the works for all charges and expenses incurred, and power to sell same in whole or part to defray expenses. The Exhibition Administrators can give no information or warranty as to storage charges made by any other person, firm or company.
- 9. Commission** A Commission of 40% for Members and 45% for non-members will be charged by the Exhibition Administrators on the price paid for work or copyright bought from any exhibition or sold as a result of any exhibition or on commissioned work arranged through the Exhibition Administrators. Any sale effected by the Exhibition Administrators will have priority over a sale effected by the artist. Please note that artists liable to VAT are responsible for paying their own tax.

- 10. Frames and presentation** All pictures must be securely framed. Frames should be stout enough to accept mirror plates (supplied and attached by the Mall galleries) at the back for hanging purposes. There should be no hanging hooks or any projections whatsoever from the back of the frames. This is to prevent damage to other works in stacking and also because mirror plates hold the work tight against the wall and projections could bend the frame and cause damage. Frames and mounts of unusual colour, size or design may prejudice the chance of hanging
- Metal frames are not admissible.
 - Glazed works with unprotected glass edges are not admissible.
 - Non reflective glass is not acceptable.
 - Well presented box canvases are acceptable.
- 12. Etchings and original printmaking** Etchings must show their plate indentations. Commercially printed line work or photographically/digitally reproduced work printed with commercial machines (such as giclée work) is not admissible.
- 13. Sale Price of Work** The price of works stated on the entry schedule should include the commission of 45%. All work must be for sale, except that work which has been commissioned. Sale prices for works must not be fixed at below: £350 for all hanging works, £150 for framed etchings or lithography or drawings, £350 for 3D works. Please check your pricing carefully on the entry schedule and the label.
- 14. Labels** The sales catalogue is compiled from the entry schedule, but please complete the enclosed labels carefully and attach to the back of the picture frame or to the base of a 3D work. Please use tag labels for 3D work.
- 15. Commercial Carriers** should deliver works to 17 Carlton House Terrace. Works must be presented with individual entry schedules and submission fees. Carriers will need to inform artists of their Submission Reg Numbers once delivered in order for the artist to check acceptance on the 10 May.
- 16. Press Photographs** Unless otherwise stated in writing by the artist, works exhibited may be photographed for Press purposes in connection with the Exhibition.
- 17. Copyright** of all works, other than commissioned work, remains the property of the artist. Any enquiries for copyright will be referred to the artist.
- 18. Care of Works** The Exhibition Administrators will not be liable for any damage or loss of works sent for exhibition occurring in the ordinary course of handling, whether such damage or loss is caused by the negligence of the Exhibition Administrators or their staff or otherwise. The Society of Women Artists strongly advises artists to insure their own works.
- 19. Notification of sale of work** If work in the Exhibition has been sold, exhibitors will be notified by email or phone by the 9 July.
- 20. Invitations and flyers** will be available for collection on the Receiving Day. Should you need more please send an SAE with sufficient postage for your request to the Executive Secretary. You will also be sent digital versions of the Invitations and flyers which can be sent to contacts and buyers.

The rear of the Mall Galleries
17 Carlton House Terrace
London SW1Y 5BD



CARRIERS

(The Society of Women Artists will not be responsible for damage to or non-delivery of works) Information on VAT and UK entry procedures may be obtained from HM Customs and Excise General Information Branch, New King's Beam House, 22 Upper Ground, London SE1 9PJ.

Some of the companies below give discount on quantity so if you get together with other artists to arrange one collection point, you may be able to save a lot of money and use minimal packaging.

PICTURE POST

Tom Challoner, Pengarth, Dame Lane, Misson, Doncaster
DN10 6EB. Tel: 01302 711011 Mobile: 07833 450788
info@picturepostcompany.co.uk

Visit the SWA website for a full list of pick up points.

Doncaster to London with collections en route by Appointment, handing in to the Mall Galleries.

Contact Picture Post for any quotations, reservations, studio collections, appointments or any other information about their collection service.

Dave Allen,
South Hams Express Transport & Consultancy
72 Upper Manor Rd, paignton TQ3 2TJ
Mob 0750 204 1139 Tel 01803 551368
E.Mail dave.allen500@btinternet.com

Visit the SWA website for a full list of pick up points.

Art Moves of Chelsea

Regular trips to Bristol where the van waits for artists at RWE showground to bring work to be transported to and from The Mall Galleries. Please contact for details.
Tel/fax: 020 7352 7492, artmoveschelsea@aol.com

Crown Fine Arts, London
Tel: 020 77327610, uk@crownfineart.com

Crown Fine Art, Oxford

Station Road, Uffington, Oxfordshire SN7 7QD
Tel: 01367 820713 Fax: 01367 820504

John Lawrence

based in Aberdeen
Tel: 0786 603 7217 or info@denburnantiques.com

Lincolnshire County Couriers

Unit 8, Inner Street, Grantham, Lincolnshire NG31 6HN
Tel: 01476 593979 Fax: 01476 400098

Martin Bros. Ltd (Regular collections in South Wales, Herefordshire, Shropshire & Southern England)

The Old Sawmills, The Street, Kilmington, Warminster, Wiltshire BA12 6RG Tel: 01985 844144
Fax: 01985 844113

Martinspeed Limited

Albert Yard, 7 Glasshouse Walk, London SE11 5ES
Tel: 020 7735 0566 Fax: 020 7793 0137

Van Man Transport

Unit 5, Bentrige Business Park, Holyrood Close, Creekmoor, Poole, Dorset, BH17 7DD
Tel: 01202 600012 Mobile: 07860 210121
Fax: 01202 718256

Please ensure if you are using a courier company, they will be able to supply you with the registration number of your work the day after it has been handed in. This number is used by artists to check if their work has been accepted or not. This information will be on line on the 10 May and work will need to be collected on the 12 May 2017.