

GENERAL CONDITIONS AND  
EXHIBITION INFORMATION SHEET  
FOR THE 149th ANNUAL EXHIBITION 2010

SWA

**Private View**

The Society is delighted that the Exhibition will be officially opened by Her Royal Highness Princess Michael of Kent on Wednesday, 30 June. Please collect private view invitations at hand-in for yourself and your guests.

**Venue**

The exhibition will take place at the Mall Galleries, The Mall, London SW1 where the Society will show in the Main and North Galleries. Handing in will take place on behalf of The Society of Women Artists 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.

**Exhibition Dates**

Receiving Days:	Friday and Saturday, 23 and 24 April, 10am - 5pm
Selection Days:	Sunday and Monday, 25 and 26 April, 9.30am - 5pm
Collection of unaccepted and ANH work:	<b>Friday and Saturday, 7 and 8 May</b> , 10am - 5pm
Private View:	Wednesday, 30 June, 10am to 8pm
Exhibition Open:	Thursday, 1 to 10 July 10am to 5pm daily, closing at 1pm on 10 July
Collection of unsold work:	Friday and Saturday, 16 and 17 July, 10am - 5pm

**Collection of unaccepted and ANH work**

**Please contact the Executive Secretary if you have not received notification of the decision of the Selection Committee by Friday, 30 April in case you have to collect unselected work on Friday or Saturday, 7 or 8 May. After then you will have to contact Picture Post (see No. 9 overleaf) for which their commercial handling charges will apply.**

**Regulations**

Categories of work which are acceptable: painting, drawing, sculpture, in all media; miniature work in all media; engraving, lithography, etc. and ceramics of a basically non-utilitarian nature.

Artists may submit up to six works but, in the case of Associates and non-members, a maximum of four works will be hung. The sizes of works must be in accordance with point 5 overleaf. 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, reproductions of work or web site addresses as part of the election procedure. Associate members will be eligible for election to full membership in the year following their election to Associateship.

**Awards**

We are very grateful for the continuing sponsorship for: HRH Princess Michael of Kent Watercolour Award, President and Vice Presidents' Choice, Barbara Tate Award, Caron Keating Art Award, Winsor and Newton Choice Award, St Cuthberts Mill Award, Frank Herring & Sons Easel Award, Andrew Hillier Award for Creativity, Falle Fine Art 'Bronze' Sculpture Award, America Square Conference Centre Award, Mayfair and Cavendish Sculpture Award, Rosemary and Co Art Award, 01784Art.com Award, London Art Award, Sue Coombs Portrait Award, Winsor and Newton Young Artists Award, Bronze Age (Young) Sculptor Award and the People's Choice Award.



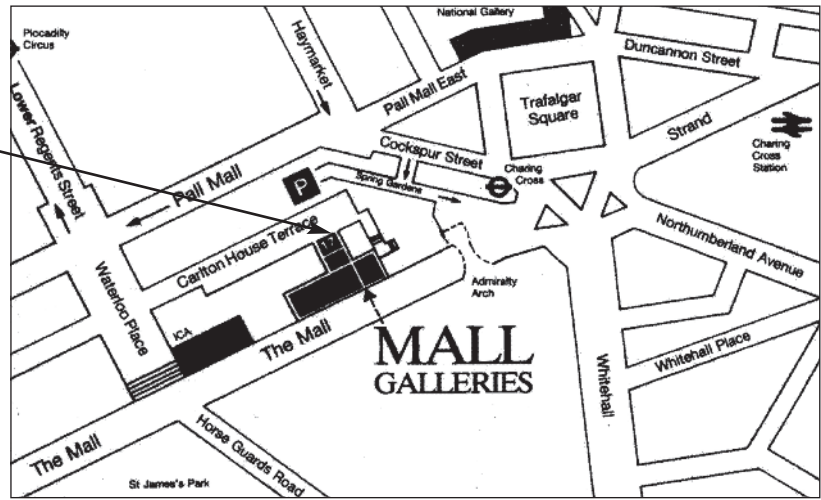
The Society is keen to encourage young artists working in any of the categories of work listed above. Winsor and Newton have generously continued to join with the Society to sponsor a Young Artist Award. The Award will be judged from the entries in the annual open exhibition. **Entry is £5 per work.** Artists aged 30 or under should mark the top of their schedule with the words YAA and date of birth to signify that they are eligible and wish to be considered for the prize of Winsor and Newton materials worth £250. The award will be chosen on 29 June.

## GENERAL CONDITIONS FOR SUBMITTING WORK FOR EXHIBITION

1. These conditions apply to all exhibitions administered by the Exhibition Administrators. The term 'Exhibition Administrators' means The Society of Women Artists Ltd.
2. **Submission Procedure** The receiving days for the exhibition are printed on the previous page. Works, together with the completed entry schedule and submission fees, 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.
3. **Schedule** The Society of Women Artists entry schedule must accompany all works. It will not be accepted unless it is signed by the artist. Please complete the entry schedule clearly, using **block capitals**. **Please use a ball point pen** and ensure that the information comes through on all copies. Please make sure that the labels on work bear the same information as that on the schedule. Please do not separate the entry schedule. **The signing of the entry schedule is to be taken as the unreserved acceptance of the entire contents of these conditions and those on the entry schedule.**
4. **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.
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. Up to six works may be submitted, but in the case of non members or Associates, a maximum of four will be hung. All works will be judged by merit but the number of works hung might be reduced if all works are of maximum size.
6. **Price** The price of works stated on the entry schedule should include the commission of 40%. All work must be for sale, except that work which has been commissioned. Sale prices for works must not be fixed at below: £150 for all hanging works, £70 for framed etchings or lithography or drawings, £70 for all other works.
7. **Submission Fees** The submission fee for non-members is £12.00 per work, or £5 per work in the case of entrants for the Young Artist Award, irrespective of size or medium, to be paid at the time of delivery of work. Cheques should be made payable to The Society of Women Artists. There are no hanging fees.
8. **Notification** Artists will receive written notification (white and pink parts of the entry schedule) of the decision of the Selection Committee on or before Friday, 30 April. PLEASE CONTACT THE EXECUTIVE SECRETARY ON 30 APRIL IF YOU HAVE NOT RECEIVED YOUR NOTIFICATION.
9. **Collection of Works** Artists will receive collection orders for accepted, ANH (Accepted but Not Hung) and unaccepted work (white and pink copies of the entry schedule). **Unaccepted and ANH** works must be collected on 7 or 8 May. **Accepted** works must be collected after the Exhibition on 16 and 17 July. The Society reserves the right to send into storage any works which have not been removed on time. All works 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 the correct collection order (white or pink copies of the entry schedule).  
**Please note that works which have been sent to Picture Post for storage because they have not been collected by the due date will incur Picture Post's commercial handling charges of £12 + VAT per work for up to 90 days of storage. Picture Post will remove the works to their storage depot in Doncaster. They will contact artists by email to agree a date to bring the work back to the Mall Galleries 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 details below and on page 4.**
10. **Collection Days** The dates given for collection of work are the ONLY days when work can be collected from the administrative offices of the Mall Galleries at 17 Carlton House Terrace. On Monday, 10 May all **unaccepted** or **accepted not hung** work which is not collected will be sent to **Picture Post**, Pengarth, Dame Lane, Misson, Doncaster DN10 6EB, email: picturepost@btinternet.com, tel: 01302 711011, mobile: 07769 973900. On Tuesday, 20 July all **unsold** work which is not collected will be removed by Picture Post. Enquiries should be made to Picture Post direct and not to the Exhibition Administrators, the Mall Galleries or the Federation of British Artists. Picture Post will levy a commercial handling charge. Please note that works not accepted for exhibition and works to be collected after the close of the exhibition cannot be handed out under any circumstances before or after the respective dates indicated on the previous page.

11. **Storage Charges** Any 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.
12. **Commission** A Commission of 35% for Members and 40% 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.
13. **Frames and presentation** All pictures must be securely framed. Frames should be stout enough to accept mirror plates 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.
  - Metal frames are not admissible.
  - Glazed works with unprotected glass edges are not admissible.
  - Non reflective glass is not acceptable.
  - Frames and mounts of unusual colour, size or design may prejudice the chance of hanging.
  - Well presented box canvases are acceptable.
14. **Labels** The sales catalogue is compiled from the entry schedule, but please complete the enclosed gummed labels carefully and attach to the back of the picture frame or to the base of a sculpture. Please use tag labels for sculpture.
15. **Commercial Carriers** Commercial carriers should deliver works to 17 Carlton House Terrace. Works must be presented unwrapped with individual entry schedules and submission fees.
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** 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 all work in the Exhibition has been sold, exhibitors will be notified by email or telephone. To find out which works have been sold (for collection arrangements) please call 01747825718 or email pamhenderson@dsl.pipex.com between 11 and 15 July.
20. **Publicity material** and invitations will be available for collection on the Receiving Days or from the Executive Secretary. Please send an SAE with sufficient postage for your request.

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.

### **AJH Van Lines** (weekly service to London)

20 Pengelly Road, Delabole, Cornwall PL33 9AW  
Tel: 01840 212406 or 07774 132662

### **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 telephone for details.  
Tel/fax: 020 7352 7492

### **Clift Couriers**

Unit 29D, Parham Drive, Eastleigh, Hampshire SO5 4NU  
Tel: 023 8064 2033

### **Lincolnshire County Couriers**

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

### **R. Jackson & Sons** (collection point only)

20 Slater Street, Liverpool L1 4BS Tel: 0151 709 2647

### **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

### **David Milward Removals & Storage Ltd**

103C Green Zone, Western Business Park, Bournemouth International Airport, Christchurch, Dorset, BH23 6NN  
Tel: 01202 875677 Fax: 01202 593888

### **Oxford Exhibition Services**

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

### **PICTURE POST**

**Collecting in Newcastle, Edinburgh, Perth, Glasgow, Penrith, Kendal, Warrington and the Manchester area and points en route.**

**Mike Challoner, Pengarth, Dame Lane, Misson, Doncaster DN10 6EB.**

**Tel: 01302 711011 Mobile: 0776 997 3900  
picturepost@btinternet.com**

### **Van Man Transport**

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