



## **Regulations Governing the Conduct of Exhibitions**

- Hanging fees must be paid in full when work is delivered for hanging.
- An artist who has been granted exhibition space and either withdraws late, or fails to submit work for hanging, will require to pay the fees due on the allocated space.
- No work may be removed or substituted during an exhibition.
- The SSBA Exhibitions Committee reserve the right to refuse space to an applicant whose work they deem unsuitable for reasons of painting or framing quality.

## **Advice for Artists Exhibiting at the Enchanted Forrest Exhibition**

Members **may submit as many paintings as they wish**, provided they have not been exhibited at previous SSBA exhibitions. However, priority will be given to Forrest category paintings.

### **Forrest Category Paintings.**

We hope that as many members as possible will submit paintings of plants discovered by George Forrest on his plant hunting expeditions to China and the Himalayas. We will accept paintings of plants for the Forrest category, provided they have either a Forrest parent or originated in the above areas. Only paintings in this category will be judged, and a prize awarded for the picture considered best by the Judging Panel.

## **Mounts and Framing**

Coloured mounts will not be accepted. It is suggested mounts should be either in shades of white, cream, buff or a sympathetic pale tone which picks up the colours in the painting.

Frames should be as unobtrusive and plain as possible so that they do not distract the eye from the picture. White, cream, and natural or limed wood usually work well with most paintings.. The public rightly expect work for sale to be finished to a high standard, so paintings should be professionally framed with quality materials. Please note, metal frames cannot be fitted with mirror plates

## **Pricing of Pictures**

Remember when considering price that there are a number of issues to be considered – cost of paper and artists materials, length of time taken to paint, cost of mounting and framing, (including details such as parking charges etc.) hanging charges, and cost of travel to and from exhibition venues to deliver and collect work; as well as the gallery percentage which will be deducted from the total price, if the picture is sold. Please also remember that under-valuing your work may make it difficult for other artists to sell theirs.

## **Sales of cards and prints**

Artists may sell cards and prints provided they have been professionally scanned and printed. Cards must contain the right size of envelope, and be in cellophane covers with a price label, (preferably printed as it looks more professional). Remember that cards and prints will also be subject to a gallery charge, and this should also be taken into account when considering pricing.

Prints should be backed, mounted and wrapped in cellophane, and should contain a label giving details of the title, original picture medium, and be signed by the artist as proof of authenticity. It may also contain the artist's email address or website if wished.

## **Insurance for Exhibiting**

Artist are advised that they require to have their own insurance against loss or damage when exhibiting, as the SSBA cannot be held responsible.

## SCOTTISH SOCIETY OF BOTANICAL ARTISTS EXHIBITION APPLICATION FORM - APPLICATION FORM HELP SHEET

### For Enchanted Forrest Exhibition at Callendar Park from 10<sup>th</sup> September to 16<sup>th</sup> October 2016

- **Delivery – On Wednesday 7<sup>th</sup> September between 10:00 am and 11:00 am.** at Callendar Park, Falkirk. If you cannot manage to deliver to Callendar Park at that time then please arrange with another SSBA member to deliver pictures for you
- All paintings must have **mirror plates** on them for hanging.
- Labelling - Paintings **MUST** contain a swing label (a luggage label is perfect) taped to the top of the centre back of the picture, with details of the title, medium, paper type, artist and price, as a reference for the Park Gallery staff who will hang this exhibition.
- Separate sheets are attached for recording paintings and cards and prints – please complete in full as appropriate. An electronic signature is acceptable.
- The hanging fee is £10 per painting for all paintings.
- Callendar Park will take **25% commission on all paintings, cards and prints** so please price accordingly. To receive money owed on any sales made at the exhibition, artists will require to submit an invoice to Falkirk Community Trust (who run Callendar Park). We will try to obtain a copy of the type of invoice required for artists to use. **Note** Money owed will not be paid till several months after the exhibition ends.
- You may submit any number of paintings provided they have NOT been exhibited in previous SSBA exhibitions. Only Forrest category paintings will be eligible for a prize (see 'Advice for Artists Exhibiting' for details). Please put 'YES' in the GF column if you are submitting a painting in this category
- **The absolute cut-off date for submitting application forms will be midday on 20<sup>th</sup> August 2016 – NO paintings will be accepted after that date and time.** Please try to send them well before that date so that if there are any issues with the content of the form it can be resolved in time
- Application forms to be returned to Valerie Gordon at – [valeriegordon2015@btinternet.com](mailto:valeriegordon2015@btinternet.com) or 27 Blinkbonny Road, Edinburgh, EH4 3HY. Tel: 0131 332 7356, Mob: 0773 820 1911. Return via e-mail with typed input is preferred but if that is not possible please print clearly on the forms. All applications will be acknowledged via e-mail so please ensure your e-mail address is clear on the form.
- Your updated artist's painting 'CV' is required for the Artists Information book which accompanies all exhibitions. Please send this with your application form.
- Collection of paintings, cards and prints – after 18<sup>th</sup> October. Details will be provided later.



**SCOTTISH SOCIETY OF BOTANICAL ARTISTS EXHIBITION APPLICATION FORM - PAINTINGS**

**For Enchanted Forrest Exhibition at Callendar Park from 10<sup>th</sup> September to 16<sup>th</sup> October 2016**

NAME ..

ADDRESS ..

Email address

Home Tel/Mob. No

No	Painting Title	GF category yes/no	Price	Medium	Height (external measurement) cm	Width (external measurement) cm
1						
2						
3						
4						
5						



**SCOTTISH SOCIETY OF BOTANICAL ARTISTS EXHIBITION APPLICATION FORM - CARDS and PRINTS. Please keep a copy of this sheet for your own sales records.**

**For Enchanted Forrest Exhibition at Callendar Park from 10<sup>th</sup> September to 16<sup>th</sup> October 2016**

NAME ..

Email address

	Card Name	Number	Price
1			
2			
3			
4			
5			
6			

All cards must be individually priced and be in cellophane covers. **Max of 6 different cards and delivered in single shoe box with artist's name on the end.**

	Print Name	Size in cm Height/Width	Number	Price
1				
2				
3				
4				
5				
6				

Prints must be backed, mounted, wrapped in cellophane, priced, and contain a label giving details of the title, original picture medium, and be signed. **Max of 6 prints in total** (e.g. one each of 6 different prints or 3 each of 2 different prints)



**SCOTTISH SOCIETY OF BOTANICAL ARTISTS EXHIBITION APPLICATION FORM -  
AGREEMENT which MUST be signed**

**For Enchanted Forrest Exhibition at Callendar Park from 10<sup>th</sup> September to 16<sup>th</sup> October 2016**

NAME ..

Hanging Fees payable . Paid in full

Members will be advised as soon as possible after the 20<sup>th</sup> of August which pictures have been accepted for hanging.

**Copyright**

While copyright of all works of art belongs to and remains with the artist, by submitting work for exhibition, **unless contacted by the artist in writing to say otherwise**, the artist grants the Scottish Society of Botanical Artists permission to photograph and/or film the submitted works for press and marketing purposes only, including the right to free reproduction for any catalogue, poster, website or other non-commercial promotional material in connection with this and future SSBA exhibitions.

I understand that the SSBA is not liable for any loss or damage to work which may occur before, during or after the exhibition.

I also understand that the SSBA is not responsible for uncollected work.

I have read and agree to abide by the Regulations governing the conduct of the exhibition.

**We require help to man the exhibition on the two painting demonstration days – Saturdays 17<sup>th</sup> and 24<sup>th</sup> September 11 am. to 3 pm. and the Big Draw Day for school children Saturday 1<sup>st</sup> October 11 am to 3 pm. also. Exhibitors are requested to help with this. Please write below when you are available to do so.**

**Days available**

SIGNED

DATE