

# **SGS 2017 Exhibition – ‘HERITAGE’**

## **Submission Guidelines**

### **1 Key Dates**

- On Line Submission closing date – midnight Sunday 23 July
- Selection of Work – Week beginning Monday 24 July
- Notification of Accepted works – Friday 4 August
- Delivery Date to Gallery – Tuesday 12 September
- Exhibition Dates – Thursday 14 September to Sunday 1 October
- Removal of work from Gallery – Monday 2 and Tuesday 3 October

### **2 Eligibility**

You must be a current member of the Scottish Glass Society and all membership fees are up to date.

### **3 Prizes**

- Gallery TEN Prize – To their choice of artist – a show at some point in the future in Gallery TEN, probably during 2018.
- SGS People’s Prize – voted on by visitors to the exhibition

### **4 Entries**

A maximum of 2 pieces may be submitted.

The piece must have been made since 1 January 2016.

The work can be in any glass form, painted, decorative, blown, cast, fused, lampworking, etc. but must contain at least 50% glass.

Each piece must be entered separately, using the SGS exhibition form on the SGS website at [www.scottishglassociety.com](http://www.scottishglassociety.com) . You will be asked to include:

- artist’s name
- a brief artist statement
- title of work
- dimensions (H x W x D) in cm
- techniques used to create the piece
- 1 to 3 jpgs of each artwork, with file names as follows:

surname, first name, title of piece (can be abbreviated), image no - max of three images (e.g. smith\_jane\_moonlight\_1.jpg, smith\_jane\_moonlight\_2.jpg)

- all work submitted must be available for sale
- sale price – please take into account that 40% commission should be included in your pricing
- complete the SGS Artists agreement statement
- payment of £25 per item submitted for members and £15 per item submitted for student members

Please note that if your piece is accepted you will be required to pay an additional £15 per item to help cover our costs and in lieu of asking you to invigilate at the exhibition.

All work must be well made, appropriately annealed and considered safe for purposes of public display.

## **5 Size & Weight Restrictions**

- a) Wall hung work maximum is 1m wide, 1m high and weigh under 5 kgs.
- b) Three-dimensional work, if wall mounted must conform to the above and weigh under 5 kgs. Floor or pedestal 3D work must not exceed 20 kgs.
- c) Site-specific installations, if wall mounted must conform to (a).
- d) There is one lockable glass case for smaller 3D works, with display shelves measuring 30cm deep, 30cm wide (25cm max. height).
- e) We will accept wall panels mounted in light boxes if they conform to (b) and are free standing.

## **6 Jury**

Paul Musgrove of Gallery TEN, two members of SGS Committee.

## **7 Presentation of Work**

All accepted works must be presented in a ready-to-install condition including hanging wires and any specialised hardware.

Pedestals for all 3D work will be provided by the gallery.

All works need to be labelled with artist's name and title. Provide directions for mounting, i.e. 'top', 'bottom', 'No1' etc. or a scaled diagram if appropriate.

Specific hanging/display instructions must be included with your pieces when delivered to the gallery along with detailed instructions on how to unpack and repack your work.

Include clear instructions within the packaging regarding collection of the work if unsold at the end of the exhibition.

There is some helpful packaging advice at the end of this sheet.

## **8 Liability**

Every care will be exercised when handling works while they are in the SGS Annual Exhibition. The Gallery will take responsibility for work at the point it is unpacked in the gallery. This will continue until the piece is repacked and leaves the gallery. At all other points of the journey to and from the Gallery the artist is responsible for insuring their work. Please note that you need to check that your work is insured as glass if you are using a carrier to deliver/collect it.

ENTRY IN THIS EXHIBITION CONSTITUTES AN AGREEMENT TO ALL THE TERMS STATED ON THIS FORM WITH BOTH SGS AND GALLERY TEN.

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### **Glass Art Packaging Guidelines**

If your work is made up of a number of pieces then please wrap each of your items separately. Fragile articles need separation from each other, and from the corners, sides, top, and bottom of the box.

Each item should be surrounded by at least 5cm of cushioning and be placed at least 5cm away from the walls of the box. This protects contents from shock and vibration, which can pass from the outside of the box to the contents.

Please use proper cushioning material, combined with a strong outer container, to protect your artefacts fully. Make sure you use enough cushioning material to ensure that the contents do not move when you shake the container. A box inside a box is best with something like polystyrene between the inner and outer.

Please mark the exterior of the box with the 'up' position indicated clearly.

**DO** use the following:

#### **Bubble Wrap**

An adequate amount of bubble wrap will provide a surprising amount of protection by distributing pressure and impact across a wide area. Bubble wrap does two important jobs: 1) cushions the art in the event of impact 2) fills empty space, preventing unwanted movement within your packaging.

#### **Foam Board Or Foam Sheet**

A sturdy support is necessary for safe packaging and storage of all flat artworks. Foam board (also called foamcore) is ideal for this purpose and you can find it at most art supply, craft or frame stores. Foam board comes in varying degrees of thickness (depending on the amount of protection needed for your work), and can typically be purchased individually or in bulk. We suggest you use foam board of at least 15mm thickness. Foam is great packaging and is readily available from upholsterers in a variety of forms, some suppliers sell offcuts quite cheaply.

## **Corner Protectors**

Corners of flat artworks are especially vulnerable to shipping damage, that's why we suggest artists use corner protectors. These can be foam, plastic or cardboard. You can buy corner protectors readymade at many art supply, moving supply or frame stores, or you can construct them yourself.

## **High Quality Packing Tape**

Always buy good quality packing tape. Sturdy tape ensures your outer package remains closed and secure during transit.

Low quality tape may not be adequately adhesive, so may not provide a good seal to your packing box.

**IMPORTANT:** If you're concerned about spending money on quality packing supplies, always bear in mind that buying cheap packing materials could end up costing you more if your artwork gets damaged. *\*\* See note below.*

**DON'T** use the following:

### **Styrofoam Peanuts**

DON'T use foam packing peanuts. They're a hassle for those who have to unpack and re-pack artwork. They also settle during shipping and don't provide good protection.

### **Other Miscellaneous Materials**

Do NOT use scraps of newspaper, magazine pages, or plastic bags to package your artworks. These materials don't provide adequate protection and they may also leave an unfavourable impression on the collector who has bought your work.

**Please Note:** Galleries like Saatchi provide useful online guidance for packaging and shipping as do major shippers such as DHL and UPS.

**\*\*Many carriers suggest a drop test of 4ft or 120cms as the required standard test for safe packaging, so if you think your packaging is good give it a go! If you don't the courier surely will!!**