



INFORMATION TO READ & KEEP

“Journey”

An open exhibition by the Scottish Glass Society
Trades House, Glassford Street, Glasgow
17th - 22nd September, 2021

CLOSING DATE FOR APPLICATIONS: Midnight 15th August 2021

Venue: The Trades House of Glasgow
85 Glassford St,
Glasgow
G1 1UH

Telephone: 0141 553 1605

Delivery date: Wednesday 15th September, 2021 10.30am – 3.30pm
(preferred) or
Thursday 16th September, 2021 10.30am – 12.30pm

Opening party: Thursday 16th September, 2021 6.00 to 8.00pm

Collection date: Wednesday 22nd September, 2021 between 4.00pm – 5.30pm
or
Thursday 23rd September between 10.30am – 4.00pm

Opening times: Daily 10.00am to 4.00pm

Venue:

The Trades House of Glasgow is made up of 14 incorporated trades significant in the life and history of Glasgow. It is housed in the Trades Hall which was designed in 1791 by Robert Adam, Scotland’s best known architect of that time. It is magnificent both internally and externally. It is located in the Merchant City, which developed from the 1750s being the location of the residences and warehouses of the ‘tobacco lords’. This is a busy, buzzy area of the city centre with restaurants, shops and bars.

The dates of our exhibition coincide with Glasgow Doors Open Days Festival celebrating the city’s architecture, culture and heritage. The Trades House is part of the celebration.

PLEASE NOTE: at this venue we cannot wall mount work. Wall pieces may be hung on or attached to display panels or suspended from picture rails. There are large windows along an entire wall, panels may be able to be suspended in front of the windows.

Work:

- Your choice of work should be from existing artwork that is inspired by “**Journey**”
- Work in progress may be accepted but should be clearly illustrated.
- Work should demonstrate excellent standards of creativity and technique.
- Functional, decorative and sculptural items will all be considered.
- Work from all disciplines is welcome and encouraged
- The work must comprise of at least 85% glass, excluding stands etc.
- Size of work not to exceed 100cm in horizontal diameter.
- All work submitted should be made since March, 2019.

Information required:

- Artists are to detail what type of work they wish to exhibit with details of sizes and weight if the pieces are to be hung on display boards or in window, for example glass panels.
- Artists exhibiting cast glass need to detail the total weight of the piece and how the piece will be displayed e.g. on a plinth/table.
- Artists making jewellery need to detail how they will display their work e.g. if they will be using their own cabinets for display work on plinths or if they intend to hang from display boards.
- If space allows and availability of display units is available, artists may potentially include additional pieces of work. This will be at the discretion of the venue and SGS.

Delivery & Removal:

Delivery date: Wednesday 15th September 10.30am – 3.30pm
(preferred) or

Thursday 16th September 10.30am – 12.30pm

Collection date: Weds 22nd September between 4.00pm & 5.30pm

Thursday 23rd September between 10.30am – 4.00pm

- **It is the responsibility of the artist to get the work to the venue and to collect or arrange transport for any unsold work.** Artists posting work to the Venue are responsible for paying all postal costs involved in returning the work.
- When work is delivered to venue, it must be well packaged; packaging must be labelled with artists name and a small image of your piece and its size.
- Include a Delivery Note inside your parcel with your Name, title of work and wholesale price. A template Delivery Note is attached. Please use!
- All work must be clean and damage free ready to hang / display.

Insurance:

- Insurance is not provided by the venue or SGS for temporary exhibitions, and each artist must ensure they have their own public liability insurance cover to exhibit in public spaces. A copy must be returned with this form. (Insurance is available at www.a-n.co.uk/about/type/insurance if you do not already have cover; also annual PL and Professional Indemnity insurance is included in membership of the Scottish Artists Union <https://www.artistsunion.scot/> cost £60 per year.)
- No responsibility can be accepted by the venue for any damage incurred to exhibits whilst on the premises either on display or in storage nor during transit.
- The transportation of exhibits to and from the venue space is the sole responsibility of the artist.

Logistics:

- Volunteers from SGS will install the exhibition and also take it down.
- Supervision of the space is provided by exhibiting artists during opening hours, you are required to invigilate for a half day or pay an additional fee of £15. A Doodle poll will be used for managing invigilation.
- Please indicate if you can provide your own plinth

Selling:

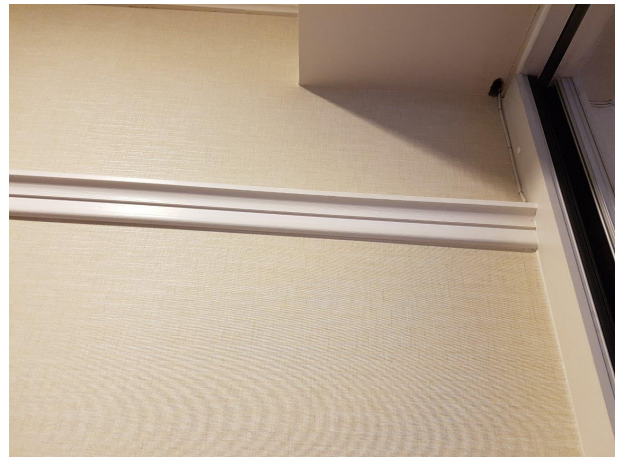
- **The entry fee for the exhibition will be £30 per artist £15 for Students.** This will fund the use of the venue, advertising and events to promote the exhibition.
- All pieces exhibited will be for sale. Your wholesale price must include VAT if you are registered for VAT.
- SGS will take a commission of 30% of retail price on sales.
- SGS will send a sales overview to the artist for you to create an invoice. Payment will follow within 14 days of invoice. Invoices need to contain your address details.
Method of payment is by cheque.

Marketing:

- To help us generate great publicity for the show, we need great images. Please photograph your work and send us good quality images.
 - Image type: jpg
 - Image size: About 1 to 5 MB or at least 20 x 20cm at 300dpi
 - Image name: **Name your image file: Last Name, Initial, title of work and any photographer's credit.**
- The venue will undertake to publicise the exhibition with its own events during Glasgow's Doors Open week.
- Artists are encouraged to publicise their work on their social media accounts and websites etc, but the venue must be mentioned within these posts.

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Venue photos



Detail showing picture rail