**APPLICATION FORM - DETAILS AND AGREEMENT**

**Alchemy**

The Scottish Glass Society Annual Exhibition

Wednesday, 17th September to Wednesday, 24th September 2025

**CLOSING DATE FOR SUBMISSIONS: Thursday, 31st July 2025 5pm**

**PLEASE COMPLETE ALL SECTIONS ON ALL PAGES**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Postal address and postcode |  |
|  |
|  |
|  |
| Country |  |
| Telephone |  |
| Website |  |

|  |
| --- |
| Artist Statement:  (no more than 150 words) |
| Artist Bio:  (no more than 250 words) |

|  |  |  |
| --- | --- | --- |
| Tell us about your submitted works and technique:  (no more than 200 words) | | |
| **Submitted artwork 1** | | Insert **thumbnail** image here  This needs to be in a low resolution |
| Last name, initial |  |  |
| Title |  |
| Year of production |  |
| Height (cm) |  |
| Width (cm) |  |
| Depth (cm) |  |
| 2D or 3D |  |
| Wholesale/Artists Price |  |
| Selling price inc. commission charge |  |
| Photographic credit |  |

|  |  |
| --- | --- |
| Any specific installation or display instructions |  |

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| --- | --- | --- |
| **Submitted artwork 2** | | Insert **thumbnail** image here  This needs to be in a low resolution |
| Last name, initial |  |  |
| Title |  |
| Year of production |  |
| Height (cm) |  |
| Width (cm) |  |
| Depth (cm) |  |
| 2D or 3D |  |
| Wholesale/ Artists Price |  |
| Selling price inc. commission charge |  |
| Photographic credit |  |

|  |  |
| --- | --- |
| Any specific installation or display instructions |  |

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| --- | --- | --- |
| **Submitted artwork 3** | | Insert **thumbnail** image here  This needs to be in a low resolution |
| Last name, initial |  |  |
| Title |  |
| Year of production |  |
| Height (cm) |  |
| Width (cm) |  |
| Depth (cm) |  |
| 2D or 3D |  |
| Wholesale/ Artists Price |  |
| Selling price inc. commission charge |  |
| Photographic credit |  |

|  |  |
| --- | --- |
| Any specific installation or display instructions |  |

**Please note that the retail price (R) will be subject to 30% commission. So 30% will be deducted to give the Artist wholesale price (AP).**

**If you want to receive £R for your object, then it will be advertised at £R/0.7 (eg. you want to receive £70, so £70 / 0.7 = £100. So it will be advertised at £100.**

**If you want the advertised price in the exhibition to be the £AP (Artist’s price), you will receive 0.7 x £AP. (eg. advertised at £100, you receive 0.7 x £100 = £70**

***WHOLESALE PRICE TO INCLUDE VAT IF YOU ARE VAT REGISTERED.***

Please complete this form, save with **your last name followed by your initial and include Scotland(in the file name)** and email with jpeg images 300dpi (**in addition to the thumbnails on form)** to [sgssecretary@hotmail.co.uk](mailto:sgssecretary@hotmail.co.uk), or use [WeTransfer](https://wetransfer.com/) keeping a copy for yourself.

|  |
| --- |
| **Attachments** |
| An image of each piece of artwork you are submitting with a minimum resolution of 300 dpi which can be printed at a maximum size of 18cm x 25cm including name of credited photographer. |
| A portrait image of yourself with a minimum resolution of 300 dpi which can be printed at a maximum size of 9cm x 12.5cm with the name of photographer to be credited |

**File name for images should be:** Artists Last name, initial, title of work and any photo credit e.g. Smith , J.S, Blue Vessel, photo P Jones and saved as jpegs at 300dpi

**Our aim is to include all entries, subject to space limitations at the venue. Any selection will be based on the number of applications received and the need to represent as many artists as possible. If there is an issue with your entry we will be in touch with you directly.**

A non-refundable administration fee of £40 per artist and £20 per student will be charged for entries. This can be paid using the PayPal button [**here**](https://scottishglasssociety.com/alchemy-sgs-2025-exhibition/)

**For those unable to invigilate for half a day there will be an additional one-off fee of £15.00 which will be invoiced separately.**

**PLEASE NOTE: Send your Application Form and your payment to SGS**

**Please tick which payment method used:**

Both **SGS Members:**

Pay by PayPal via the **SGS** website (<https://scottishglasssociety.com> ) ⧠

Post a cheque made out to – the Scottish Glass Society - to:  ⧠

Scottish Glass Society, C/O Studio 10, WASPS, 77 Hanson Street,

Glasgow, G31 2HF

⧠ I have paid my fee, I am a member of SGS and will be a member at the time of the exhibition

⧠ I confirm that I have Public Liability insurance

⧠ I agree that my images can be used for publicity

⧠ I have read and accept the artist’s agreement below.

⧠ I confirm that all work submitted above will be available for transit to the Trades House, Glasgow

I hereby declare that the work submitted is my own and the information given on this application form is accurate:

Signed:

Date:

Print name:

**When making payments electronically please include your name and location of exhibition as your payment reference or write the exhibition location on the back of your cheque.**

**CHECK LIST -** Have you sent the following items to SGS?

* Payment
* Application form correctly titled
* Images of work
* Image of yourself

**If you send your application by WeTransfer, please ensure you let us know.  Keep a copy for yourself.**

**Artists Agreement**

|  |  |
| --- | --- |
| **Artists Agreement and additional information:** | By submitting this form, the artist automatically agrees to the following:   * I agree that I have the copyright to use all the photographic material submitted or have the permission to use this material. * I agree that all information provided can be used by SGS and for printing the catalogue and further promotional material (e.g. press release, gallery advertisement and promotion). * I agree that neither the SGS nor the venue can be held responsible for any printing, or spelling errors. * I understand that insurance is not provided by the venue or SGS and I am responsible for Public Liability insurance. * I will be responsible for costs and arranging of delivery and collection of work to and from the venues. * I will deliver or arrange for delivery of the work to the Trades House, Glasgow on Monday, 15th September by 12 noon at the very latest. * I will pick up, or arrange for pick up, all unsold work from the venue. (Date to be confirmed.) If I cannot make this date, I will contact [sgssecretary@hotmail.co.uk](mailto:sgssecretary@hotmail.co.uk) to organise an alternative date where possible. * I accept that all pieces have to arrive packed according to gallery standards at the gallery:   - wooden boxes with interior padding, bubble wrapped etc. are preferred  - closed cardboard boxes with lid and padding inside will be accepted as well.   * Where applicable a description of how to display your work should be included in the box. * Note works will only be excepted if they displayed by:   + Freestanding on the floor.   + Freestanding on a plinth.   + Hung from a picture rail cable system. * I know that I have to submit all fixings (for hanging etc.) at the same time the pieces are delivered. * I understand that if I have not paid the appropriate membership and submission fees, then my work will not be displayed in the exhibition. |

**APPLICATION FORM - DELIVERY NOTE**

**Alchemy**

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**Mark your package: SGS Exhibition.**

**Put your name on the outside of your package PLUS a small image of your piece and its size.**

**Include this completed Delivery Note.**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Tel & Mobile |  |
| Email  Website |  |
| Title of work 1: | Wholesale price: |

|  |  |
| --- | --- |
| Any specific installation or display instructions |  |

|  |  |
| --- | --- |
| Title of work 2: | Wholesale price: |

|  |  |
| --- | --- |
| Any specific installation or display instructions |  |

|  |  |
| --- | --- |
| **Return of unsold work:**   * I will collect my work * Please post back to me if it is unsold, I will pay the postage. | Signed  Date |

**APPLICATION FORM - LABELS**

**“Alchemy”**

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**Please ensure that each piece of work has a label attached.**

|  |
| --- |
| Name:  Title:  Price:  Description of work: |

|  |
| --- |
| Name:  Title:  Price:  Description of work: |

**Example of label layout:**

|  |
| --- |
| Name: Fred Bloggs  Title: Hurray for Glass  Price: £160.00  Description of work:  Fused glass vessel using micro glass techniques to develop pattern and texture. |