



Westminster Arts Exhibition 2011

The exhibition runs from Saturday 5th to Friday 18th November 2011
with a private view on Friday 8th November.

PLEASE READ THIS DOCUMENT BEFORE COMPLETING AND RETURNING THE
SUBMISSION FORM

NOTES FOR APPLICANTS

The aim of Westminster Arts is to engage local people, communities and artists in the vibrant arts and cultural life of Westminster. Through the funding of arts organisations, individuals and grass-roots groups to deliver high quality inclusive projects, we reach around 30,000 people every year, involving many communities with limited participation in the arts.

The selection panel 2011 will be announced in September.

Where is the SW1 Gallery?

12 Cardinal Walk
Roof Garden Level
Cardinal Place (Off Victoria Street)
London SW1E 5JE
www.sw1gallery.co.uk

Directions: take the escalator (to the left of M&S) or lift (to the right of M&S) to the roof garden level, where the SW1 Gallery is located.

Who can submit work?

- a) Artists who live, work or study in the City of Westminster
- or
- b) Artists that are affiliated to a Westminster Arts member organisation

When can I submit my artwork?

All artwork must be delivered to the SW1 Gallery on:

- **Sunday 30th October 2011 from 12noon to 5pm**
- or
- **Monday 31st October 2011 from 2pm to 8pm**

Please Note: No work will be accepted at any other time

Conditions for Entry:

1. Artwork must have been produced in the last two years
2. We can accept two and three dimensional work
3. All artwork must be correctly labelled
4. Pictures must be suitably framed
5. Clip frames will be rejected
6. All wall-hung work must be delivered ready to hang, i.e. with mirror plates or other suitable fixings already attached
7. Any work that is unstable, unsafe or damaged will not be selected
8. Each artist must complete an artist submission form
9. Selected work must remain in the gallery until the close of the exhibition
10. Artwork not selected must be collected on 2nd or 3rd November, otherwise a charge will be applied. (See page 3)

How does the submission procedure work?

Up to three works may be entered by each artist. However, not all three pieces submitted may be selected. There is no size restriction, but in the event of a large number of artworks being submitted, it is unlikely that very large scale work will be selected. It is recommended that artists visit the gallery before they decide the pieces to submit.

In the case of digital technology artwork, all equipment must be supplied by the artist and should be PAT tested. (PAT - Portable Appliance Testing).

We can accept digital technology artwork, however films are unlikely to be selected unless they are an integral part of a submitted installation piece as there are limited technical facilities in the gallery.

Due the tight turn around of the Westminster Arts Exhibition selection process and limited technical facilities to view the work, we cannot guarantee that artwork submitted on DVD will be viewed by the selection panel.

Should the artwork be selected, all technical equipment must be supplied by the artist and should be PAT tested (Portable Appliance Testing). All technical equipment must be installed by the artist and with the approval of the SW1 Gallery and Westminster Arts.

The SW1 Gallery and Westminster Arts will not be responsible for any damage, theft or technical faults or repairs of technical equipment.

What is the fee to submit work?

A non-refundable fee of £6/(£5 concession*) is charged for each work submitted and must be paid on delivery of the work. The income generated contributes towards Westminster Arts' running costs of the exhibition. Cash and cheques are accepted. Cheques should be made payable to 'Westminster Arts'.

*Concessionary rates: rescard or staffcard holders, senior citizens and jobseekers.

Packing artwork

Please note, you will be responsible for packing and unpacking your artwork. Please take your wrapping away with you.

How should I label my work?

1. The name, address, email & telephone number of the artist
2. The title of the work and date produced
3. The medium
4. Quantity of prints/editions available
5. The price, or the letters NFS (Not For Sale)

Sales

The artist will receive 70% of the sale price of work sold. Payment will be made within 3 weeks of the closing date of the exhibition. SW1 Gallery and Westminster Arts will organise sales.

- Work submitted may be marked NFS "Not For Sale" if the artist so wishes.

When will I know if my work has been selected or not?

A member of Westminster Arts staff will contact you by email or telephone by midday on Wednesday 2nd November **only if any of your artwork has been selected**. Otherwise, please assume that you have unselected artwork that must be collected at the times specified below.

Collection of Artwork

Artwork will be handed back on production of the collection slip and ID. Please complete the collection slip on page 4 of the artist submission form. If a third party is collecting work on behalf of the artist, they must produce the collection slip and a signed letter from the artist stating that they have permission to collect.

Unselected artwork: Artwork **not** selected for exhibition must be collected from the SW1 Gallery on:

- **Wednesday 2nd November 2011 from 12 am to 8 pm**
- or • **Thursday 3rd November 2011 from 12 am to 8 pm**

The SW1 Gallery has no facilities for storing or transporting uncollected work. If any work submitted has not been collected by 8 pm on 3rd November, artists will be charged a fee of £25 per day plus transportation costs.

Selected work: Exhibited work must be collected from the SW1 Gallery on:

- **Saturday 19th November 2011 from 4pm to 7pm**
- or • **Sunday 20th November 2011 from 12 am to 4pm**

The SW1 Gallery has no facilities for storing or transporting uncollected work. If any work submitted has not been collected by 4 pm on 20th November, artists will be charged a fee of £25 per day plus transportation costs.

Private View

The private view takes place on Tuesday 8th November from 6 pm to 8 pm.

We welcome every artist who has submitted work to attend the private view. Artists who have been selected may invite up to 5 guests to the private view.

Copyright

Copyright remains with the artist. However, by signing the artist submission form, the artist agrees that an image/photograph of themselves and/or their work may be used for promotion of Westminster Arts Open exhibitions and other relevant publicity.

Please note: Selection Panel list could be subject to change without notice.

All Enquiries to

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