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The 91st United Society of Artists Annual Open Exhibition 2012

The exhibition will take place at

The Menier Gallery
51 Southwark Street, London SE1 1RU

Opening hours: Tue & Wed 11am to 6pm, Thu & Fri 11am to 8pm, Sat 11am to 6pm

DO NOT SEND ANY COMMUNICATION TO THE MENIER GALLERY

All work and forms must be submitted on the dates and times below. **

Receiving day	Sunday 15 th April	10.30am to 12.30pm
Collection of unselected work	Sunday 15 th April	2.30pm to 4.00pm
Hanging	Monday 16 th April	11.00am to 6.00pm
Private view	Tuesday 17 th April	6.00pm to 8.30pm
Collection of unsold work	Sunday 22 nd April	11.00am to 1.30pm

Rules & Regulations, Forms and Stickers are to be downloaded from the UA website; www.united-artists.org.uk – go to 'Contact Us' and click the 'Entering Work for the Annual Open Exhibition' link on the left hand side (you can also use the information link on the Exhibitions page). Download the info, forms and labels from there as required.

Volunteers are required on Hanging Day. Please contact The Exhibition Manager Ged Rumak at the above address if you are available to help.

Stewards are required on Exhibition Days and all UA member Exhibitors are expected to volunteer. To book your spot please contact:

UA Steward Coordinator – Helena Lezard Tel. 020 8348 3978 or e-mail Helena.lezard@gmail.com If you have an exceptionally long distance to travel please discuss with Helena who may be able to offer alternative ways in which you may be able to help, which do not involve additional travel.

UA Members do not have any handling in or hanging fees to pay.

Non-Members fees: A non-refundable fee of £15 per submitted work for selection will be charged on the day of submission. Work measuring over one meter in any direction will be charged a hanging fee of £20 if accepted.

Prizes: Prizes and categories will be announced shortly before the Exhibition

Selection Committee: The selection decisions are final.

Candidates: Candidates may, if they wish, present their work and application on Receiving Day for UA membership and should mark their forms and labels with a large red letter 'C'.

Please note: Candidates Entry Fees are refundable against the first years' membership fee if elected.

General Conditions and Regulations

The exhibition is open to members, non-members and candidates of the UA. The aim is to exhibit the best work submitted, regardless of style, subject or media. All work to be subject to selection. Apart from the quality of the work, consideration will be given when selecting, to the size, framing and general presentation.

Work will include *framed paintings and drawings and three dimensional work. Unframed work, artist produced prints and Glicee prints, properly mounted and protected with cellophane or something similar, will be accepted for the Portfolio.

Selection: The Selection Committee's decision concerning acceptance of work is final. The categories are: 1) Accepted 2) Accepted but not hung 3) Not accepted

Fees: Non-members are to be charged a non-refundable fee of £15 per submitted work for selection. Work measuring over one meter in any direction will be charged a hanging fee of £20 if accepted.

Commission: A 30% Commission is charged to UA Members and 40% to non-members on all work sold (framed and unframed) as a result of the exhibition. N.B. Newly elected candidates will be charged 30% commission.

Insurance: The United Society of Artists, it's Council and Officers will not accept any liability for loss or damage to work sent for exhibition, If works are lost, damaged or destroyed, artists must look to their own insurance. Artists are advised to insure their own works throughout the exhibition period.

Entry Schedule: Supplied with this document, the schedule should be completed and lodged with submitted work. Signing the Entry Schedule acknowledges acceptance of the entire contents of these conditions. N.B. Size on the Schedule refers to the exterior frame size or exterior dimensions of any 3D work. Artists may submit up to six original pictures or 3D work, all of which must be for sale, unless exhibited as examples of the artists work for commissions. If work is very large only one may be hung. If in doubt consult the Exhibition Manager:
Ged Rumak - 0207 690 8102.

Suggested Minimum:	Framed, unframed or 3D work	£140
	Portfolio work	£70
	Artists prints	£20
	Postcards	£1
	Cards	£2

All work must be for sale unless exhibited for the purpose of taking commissions or any other reason approved by the Selection Committee.

Presentation and framing: All work is to be delivered unwrapped, Any work previously exhibited with the UA, badly framed or poorly presented, in metal frames or with unprotected glass edges will not be accepted.

All frames should be of good quality and undamaged and be fitted with 'D' rings, one on each vertical side 80mm from the top edge of your work. Backing boards must be pinned securely in the frames and sealed with tape. Parcel or Sellotape is not suitable. Mounts should be new, unmarked and in good condition. There should be no projections from the back of the pictures that might damage other works when stacked.

*Note: Block, Chunky and Traditional Canvasses are considered as framed, provided their edges meet the same level of presentation as the painting.

Picture Labelling: There are two labels for each picture.

- 1) Stick a UA label on the back of each picture showing: Title, Price, Media and Artist's name. It is suggested that Magic Tape is used.
- 2) The other is a hanging label and is to be attached by a six inch length of string to the back of the work at the top. This is to facilitate viewing the label once the work is hung in place. (Do not attach the label to the 'D' rings). Each label to show the Title, Price, Medium and Artist's name, this information will be used to compile the catalogue.

Portfolio: *Definition: For the purpose of these notes the term Portfolio is used to refer to an Exhibition Browsing Trough in which unframed work, including unframed prints, is placed for visitors to thumb through and view.*

Members may submit up to a maximum of 6 unframed pictures for the Portfolio which should be properly backed and cellophane protected. The Portfolio entry sheet for all unframed work should be completed, using clear capitals and handed in with your work. Portfolio work should be labelled in the same way as hung work with the labels placed on the back at the top right hand corner.

Postcards: UA members may also sell postcards or cards of their work. Postcards/ Cards catalogue entry sheet to be completed as per instructions.

PR: Unless stated otherwise by the exhibiting artist in a letter, works may be photographed or referred to in the context of the press/media for PR purposes. Optional: All artists may submit a profile of themselves or in the case of existing members, update their old one on an A4 sheet for the Artist's Profile Folder displayed on the Sales Desk.

Payment for work: The UA will accept payment by cheque, cash or any method approved of by the Society, and will take reasonable precautions to see that payment is made. It will not however accept responsibility for ensuring payment to the exhibitor.

Storage: There are no storage facilities available for work not collected at the due time.

Should work be unclaimed the UA will not be responsible for any subsequent loss, damage or storage fees incurred.

For further information: Contact Ged Rumak, Exhibition Manager at 020 7690 8102