



This year the Society is presenting a more contemporary title for the exhibition, but actually the title depicts some of the most important elements of the natural world around us.

Shape, pattern and structure are three of the main aspects of plant life that draw many of us towards botanical painting or illustration.

Shape is where it begins; the beautiful shape of flowers both as single blooms but also in groups as bunches or in fields or

The Annual Open Exhibition will be held in the basement of Westminster Central Hall, Storey's Gate, London SW1H 9NH, which is fully accessible to wheelchairs by the ground floor lift.

The Receiving Day will be held in the basement in the Aldersgate Room at Westminster Central Hall. The nearest tube stations are Westminster or St James's Park. There are parking meters around the Hall and a car park in Abingdon Street, off Parliament Square. Unloading is usually allowed outside the Hall for a brief period but please check with the traffic warden.

AWARDS

Joyce Cuming Presentation Award
 President's Award for Work in Media Other Than Watercolour
 Great Art Award
 Daler-Rowney Award
 Derwent Award
 Margaret Granger Memorial Silver Bowl for a new Associate or Member elected in previous two years
 Suzanne Lucas Memorial Award
 St Cuthberts Mill Award
 SBA Certificate of Botanical Merit, judged each year by an expert in the botanical field
 People's Choice, voted for by visitors to the Exhibition

NEW FOR THIS YEAR: DIGITAL PRE-SELECTION: Please see overleaf

Dates for Shape Pattern STRUCTURE

15 December 2015	Digital pre-selection starts
15 January 2016	Deadline for digital submission
31 January 2016	Notification of results of digital pre-selection
22 February 2016	Receiving Day for pre-selected works from 11am to 4pm
23 February 2016	Selection of work
14 April 2016	Private View from 11am to 7.00pm
15 to 23 April 2016	Exhibition open 11am to 5pm including Sundays
25 April 2016	Collection of unaccepted and unsold work from Aldersgate Room, 10am to 3pm

ENTRY PROCEDURE INCLUDING DIGITAL PRE-SELECTION PROCEDURE

We are pleased to announce our first year of enabling some categories of artists to make digital submissions to the SBA open exhibition. Non-member artists wishing to submit work to the exhibition can log on to the website and follow the digital pre-selection procedure. This will involve giving contact details, titles and sizes of work and price; uploading the digital files; and payment for a non-refundable submission fee of £15 per work. No further payments will be due. You will be allocated a Unique Submission Code for your application, this will be detailed in your notification email confirming receipt of your submission. Please retain this notification email as it will contain important information about your entry, enabling you to find out if your pre-submission has been successful.

FOR THOSE UNABLE TO SUBMIT DIGITALLY

As this is our first year of digital submissions and a new system for us all, for this year only you will be able to present work for selection at the receiving day on 22 February 2016. You must contact the secretary for an entry schedule to complete and bring with your work and submission fee.

RESULT OF DIGITAL PRE-SUBMISSION

From 31 January you will be able visit <http://www.soc-botanical-artists.org/preselection>, and enter in your UserID detailed in your notification email, to see if your work(s) have been selected for pre-submission. If selected, please download and print the pre-completed exhibition entry form and follow the submission procedure below for sending or bringing in work for physical selection.

SUBMISSION PROCEDURE FOR PHYSICAL SELECTION

All artists including digitally pre-selected entrants, associate and member entrants must present their work together with entry schedule or submission form on Receiving Day (22 February 2016) to Aldersgate Room at Westminster Central Hall. Non-members unable to submit digitally must present their work with a £15 non refundable submission fee per work in cash or cheque payable to The Society of Botanical Artists. [Those who have submitted for digital pre-selection will have already paid their submission fee]. You must make sure your work is prepared according to the presentation guidelines below:

ARTWORKS

Works which may be submitted include: pictures, sculpture, miniature work, glass engraving, ceramics, jewellery, carving, metal-work, etc in watercolour, pencil, coloured pencil, pastel, oil, gouache, mixed media, etc. No photography or digital work will be considered for the time being. In addition to traditional botanical illustration and plant portraiture, works can reflect habitat and environment. Subject matter may be life-size, reduced or enlarged. Following extensive research and analysis of the DNA of fungi it has been proven that they are not related to the plant kingdom but because of the historical association between the portrayal of plants and fungi, and the often symbiotic relationship, the Society will continue to show fungi separately in the Exhibition.

Maximum number and size of works Up to five works may be submitted but due to hanging space constraints a maximum of four works by non members may be hung. Works may be accepted but not hung if all works are large. The maximum size of work is 48" on the longest length of the exterior frame size.

Exhibition interval: works may be re-exhibited after an interval of four exhibitions.

Presentation and labelling of work Paintings must be in wooden (not metal) frames strong enough to support the fittings to exhibit them. A minimum width and depth of 1" is recommended to avoid damage. This is not obligatory but no responsibility is taken for damage to narrow frames. There must be no protuberances of any kind on the back of pictures except for flat D-rings, which should be covered by the artist with masking tape, to prevent damage to frames whilst stacking. Plastic glass, non-reflective glass and work framed with clips are not admissible.

Because buyers are unable to inspect the reverse of pictures and frames, they expect it to be properly finished. Artists should ensure good presentation of their work, paying special attention to clean paper, mounts and glazing (in particular the inside of the glass), firm backing and fixings and proper sealing with appropriate heavy-duty tape. Bad presentation may prejudice the acceptance of a picture.

Pictures must have a gummed label on the back with title and name of the artist: sculpture and other works, underneath. Pictures must also have a hanging label (swing tag), with the same information, attached securely to the back on a piece of string long enough for the label to hang over the top front of the picture and fall about one-third of the way down the work: on sculpture and other works attach with string or elastic band or use gummed labels.

Explanation of the title(s) or research on the subjects for *Shape Pattern* STRUCTURE

If there is any special feature of your work which you would like to draw to the attention of the Selection Committee (such as a new hybrid with unusual growth habit or some other unfamiliar aspect) please affix a label to the back of the work detailing the information.

Our exhibition has an educational side which includes artists' research on their subject, displayed at the exhibition individually next to the work, which visitors love to read. If you wish your research to be displayed beside the work, please compile it in about 100 words and email it to pam@soc-botanical-artists.org.

CANDIDATES FOR ASSOCIATE MEMBERSHIP

The Selection Committee Council elects new Associate members from the non members who submit work to the Annual Exhibition. To become an Associate member, an artist must establish a record of accepted work showing a consistent standard: the minimum period required to establish this record is two years which means that the artist must have submitted five works and had ALL five works accepted for two consecutive years: that is ten out of ten works accepted in total over two successive years. The Selection Committee only sits once a year at the Annual Open Exhibition and Associate membership is automatic for those applicants who fit the criteria above. There is no need to make any special indication to be considered as a Candidate, our records will show this. Whilst the process may appear difficult, it is not impossible and, if unsuccessful, artists can apply again in successive years. Works which were accepted in 2015 as Accepted Not Hung (ANH) **may not be submitted** as part of the quota for Associate membership in 2016.

An artist who has won two or more of the highest international awards such as the Royal Horticultural Society's Gold Medals or gained a Distinction in the Society's Distance Learning Diploma Course could, entirely at the discretion of the Selection Committee, be invited to take up membership on presentation of six works of the requisite standard in the first year of application. Artists holding the qualification of DipSBA(Dist) should note that only one of their six works may be a piece of coursework, the remaining five must be new works. If you meet the criteria stated above please contact the secretary for instruction about how to proceed with your application, either in digital pre-selection or physical selection.

Artists who are elected to Associate membership will be advised in writing and the annual subscription of £140 will be due by return. Payment sent at once to the Membership Secretary ensures inclusion in the catalogue list of Members. Subscriptions thereafter are due on 1 January each year.

Election to full membership is entirely at the discretion of the Selection Committee and is not automatic. Full membership entitles the use of SBA after a member's name, signifying a guarantee of excellence in the world of botanical painting.

INSURANCE AND CARE OF WORK

Insurance: Although every possible care is taken, the submission of work is **entirely at the artist's own risk**. Neither Westminster Central Hall nor the Society accept *any responsibility* for damage, theft or loss of any kind. It is strongly recommended that artists insure their own work against these eventualities.

Please note that submission of work is sufficient authority for the Society to make such arrangements upon such conditions as it shall think fit and indicates the signatory's unreserved acceptance of these arrangements.

FEES, PRICES, COMMISSION AND PAYMENTS FOR SALES

Digital pre-submission fee The non-refundable digital pre-submission fee is £15 per work, payable on line on submission. No other fees will be charged.

Sale price All work must be for sale. If the exterior frame measurement of hanging work is longer than 15" on the longest length, the minimum price must be £350. This minimum price does not apply to hanging work with an exterior frame size of less than 15" on the longest length, or to miniatures, 3D-work or etchings.

Sales commission of 42 per cent is payable on the catalogue price on sales at the exhibition or resulting in any way from the exhibition ie. copyright, commissions for work, licenses, prints and reproductions of any kind, or 10 per cent on work resulting at any time from enquiries to, or recommendations by, the Society, or commissioned through the Society. Once work has been submitted to the Society, any sale made before or during the course of the exhibition by the Society or privately will incur the normal commission.

Payment to artists for work sold will be made within two months.

Value Added Tax The Society is not registered for VAT so no VAT will be charged on commission. If an artist is personally registered for VAT, then the VAT due on the selling price of the works should be included in the catalogue price.

Artists who are not resident in the UK (known as NETPs - non-established taxable persons) are welcome to submit work but if the work sells at the exhibition you have a responsibility to register and account for UK VAT with HM Revenue and Customs. Artists without a UK residence can find further details on NETP status and how to register for VAT at <http://www.hmrc.gov.uk>, (HM Revenue & Customs Reference: Notice 700/1, Mar 2014) under the heading *Should I be registered for VAT?* Please address any questions you may have to the VAT Helpline on tel. no. 0845 010 9000 or, if your call is from outside the UK, +44 292 050 1261.

INTELLECTUAL PROPERTY RIGHTS

Copyright of all work, except commissions, remains with the artist. Where the copyright has already been reserved, write ® after the title on the schedule. An explanatory note will appear in the catalogue. It is recommended that artists state on the back of their work: © *copyright remains with the artist unless specifically assigned in writing*. To avoid any possible infringement of copyright all work submitted to the Open Exhibition must be original and executed by the signatory on the submission form. Copies of work of any other artist, either living or dead, could result in prosecution.

Photography of any work for Press or other purposes connected with the exhibition may be permitted unless expressly forbidden in writing by the artist. No other photography is allowed without permission from the Society.

PUBLICITY MATERIAL

Private View Invitations and Fliers are available on receiving day for artists to collect or can be requested from the Executive Secretary, enclosing a SAE size 6" x 9" with sufficient postage.

COLLECTION OF UNACCEPTED OR UNSOLD WORK

There is only one collection date from the basement of Westminster Central Hall on Monday, 25 April between 11am and 3pm. Artists must bring their own packing. Artists unable to collect their work personally may send a representative bearing the collection sheet duly signed by the artist.

Uncollected work will be removed on Tuesday, 26 April at 3pm by Art Moves of Chelsea, 020 7352 7492.

All enquiries should be made direct to Art Moves who will discuss their commercial arrangements for terms and conditions, insurance, storage and services. Collection from Art Moves of Chelsea is only by appointment.

Long distance exhibitors

There is no carriage or postal service provided by the Society. Works by carrier will be accepted but the packaging will not be saved for return. Artists intending to send work to Westminster Central Hall from overseas should alert the Executive Secretary. Work should arrive on the receiving day only. Couriers bringing multiple works may unpack in the Gallery. The Society will not take responsibility for payment of any importation charges or duties.

Unframed pictures may be sent, marked as above, which can be framed in the UK. Jackie Gethin SBA provides a special service for framing and delivery to the Gallery. Contact her directly on tel: +44 (0)1474 814231, or at Trotts Ash, Sole Street, Cobham, Gravesend, Kent DA12 3AY, UK or by email: RJGethin@aol.com.

COMMERCIAL ART CARRIERS

For details and rates of any of their services, please contact the carriers directly. Please do this in plenty of time as art carriers may be able to arrange alternatives. If you can join with other artists, you may be able to reduce charges and use minimal packaging.

- *Bristol, Surrey, Sussex, Kent* Art Moves of Chelsea, 020 7352 7492, artmoveschelsea@aol.com: van collection and delivery service. There will be a Bristol collection outside the RWA (Royal West of England Academy), Queens Road, Clifton, Bristol BS8 1PX
- *Edinburgh, Perth, Glasgow, Dumfries, Carlisle, Kendal, Preston, Lancaster, Penrith, Manchester, Birmingham, Newcastle upon Tyne, Doncaster and many other points en route* Picture Post, 01302 711011, mobile 07833 450788, picturepost@btinternet.com Ask Picture Post in good time for their collection and delivery schedule dates for your area
- *Penzance, Totnes, Exeter, Southampton and collections en route* South Hams Express, 01803 863205, mobile 07502 041139, dave.allen500@btinternet.com
- *London and the home counties and the south west* A Van Man Transport, 01202 600012, office@avmt.co.uk