

# Terms & Conditions

Submissions may be entered between **7th March and 22 April**.

By submitting work you are agreeing to the following terms and conditions.

## 1. Submission Process

- Deadline for submissions is **22nd April 2018 at midnight**
  - Complete the entry form and submit your work online using digital photographs
  - Up to three prints may be submitted for selection together with a one off non-refundable submission fee of £20 and £5 per additional entry
  - Submission fee is payable online via the submission form
  - Images must be submitted in JPEG format (maximum file size 3MB)
  - **Please ensure that the following information is included within the JPEG filenames:**
    - Artist's name
    - Title of work
    - Submission number (1-3)
    - For example: *NameSurname\_TitleOfWork\_01.jpg*
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- Work will be selected by our selectors Johann Love and Marcelle Hanselaar
  - Artists will be informed of the result by **Tuesday 1 May**

## 2. Submission Deadline

Completed entry forms with images must be received by **Midnight on Sunday 22 April**. Entries after this deadline will not be accepted.

## 3. Selection of Work

The decision of the selectors is final. Bainbridge Print Studios will not enter into correspondence as to why works have not been selected.

## 4. Maximum Size of Work

There is a size restriction of 8ft/244cm on the longest edge once framed. Any larger work that is unframed must be discussed before submitting.

## 5. Inadmissible Works

- Works larger than the specified size limit of 8ft/244cm on the longest edge once framed
- Works must be created using printmaking techniques, e.g. screenprint, etching, photopolymer, photo etching, collagraph, linocut, woodblock, cyanotype and digitally created works
- Digital works must be created by digital means, printed reproductions of original artwork will not be accepted
- In submitting you agree that your work is in appropriate condition to be handled and displayed
- Your submission must be your own work, must not be copied, must not contain any third-party materials and/or content that you do not have permission to use and must not otherwise be obscene, defamatory or in breach of any applicable legislation or regulations

## 7. Framing

All works on paper must be framed under glass unless otherwise agreed prior to selection. Glass or Perspex held together by clips and metal frames are not admissible

Works on other surfaces need not be framed so long as canvases and similar edges are clean. If mirror plates are not attached, you agree to Bainbridge Print Studios attaching them at a fee of £5 per work

Unframed works are welcome at the artists risk. The artist is responsible for safe installation of the work in consultation with Bainbridge Print Studios

Bainbridge Print Studios reserves the right to refuse to hang work that does not comply with the above conditions

### **8. Delivery and Collection of Works**

The artist is responsible for the delivery and collection of work.

Delivery of works for successful entries will take place across two days, Sunday 3 June 10 - 12pm and Monday 4 June 10 - 12pm. The address for delivery is ASC Gallery, The Chaplin Centre, Taplow House, London SE17 2DG.

Collection of works will take place on Friday 15 June 5 - 7pm and Saturday 16 10 - 12pm If you are unable to collect your work we can return it to you, however this must be agreed via email prior to delivering the work and the responsibility of cost lies with the artists.

### **9. Sale of Works**

All works will be for sale unless specified otherwise by the artist. Bainbridge Print Studios will take 15% commission on sales.

### **10. Insurance**

All work is shown at the artist's own risk. All work will be kept securely and will be handled with due care but Bainbridge Print Studios will not be held responsible for any loss or damages during storage, showing or collection periods it is therefore the responsibility of the entrants to arrange their own insurance for this period if required.

### **11. Notification**

All submitting artists will be notified regarding selection for the exhibition by **1st May**

On confirmation of the work selected, members will receive a 'Selected Work Agreement' which will include notification of delivery requirements as well the procedure for collecting unsold works at the end of the exhibition.

### **12. Further Information**

If you have any queries or issues relating to payment or the submission form please email us at: [info@bainbridgprint.com](mailto:info@bainbridgprint.com)