



THE ROYAL SOCIETY OF MINIATURE PAINTERS, SCULPTORS AND GRAVERS

ANNUAL OPEN EXHIBITION, 20th September - 1st October 2017 INFORMATION SHEET FOR NON MEMBERS

AWARDS

- * The Gold Memorial Bowl, crafted in 18ct gold by Garrard the Jewellers, for the best miniature work in the exhibition. A silver gilt replica worth £1,000 in value is received by the artist
- * The Prince of Wales Award for Outstanding Miniature Painting
- * The President's Special Commendation, certificates for the President's choice of miniature and large work.
- * The Society's Award for the Best Set, £500 for the best set of five or more works
- * The Mundy Sovereign Portrait Award, a sovereign mounted in a framed certificate for the best portrait
- * The Bidder and Borne Award for Best Sculpture, £350 for the finest piece of the Sculptors and Gravers art
- * Llewellyn Alexander Subject Miniature Award, £500
- * Peter Charles Booth Memorial Award, solid silver Armada Presentation Plate
- * Anita Emmerich Presentation Award, silver gilt magnifying glass
- * Anthony J Lester Art Critics Award
- * Arturi Phillips 'Connoisseur' Award, £500 for a portrait of any living thing
- * Rosemary & Co First Time Exhibitor Award, £50 worth of brushes
- * The Elizabeth Meek Award
- * The Marion Winter 'Joey' Award of £500
- * The Marion Winter 'Kunstler' Award of £500
- * People's Choice Award

OFFICIAL OPENING AND AWARD CEREMONY: Dame Patricia Routledge DBE will officially open the exhibition and present the awards on Thursday 21st September 2017 at 3pm.

IMPORTANT DATES:

- Receiving day: Saturday 9th September - 10.00am to 5.00pm
- Selection day: Sunday 10th September - 10.00am to 5.00pm
- Selection notification day: Tuesday 12th September 2017, 2pm. Registration numbers are emailed and published on website: www.royal-miniature-society.org.uk -Exhibition Information -Selection Notification. See paragraph 'Registration Number' below.
- Exhibition runs: 5-8pm Wednesday 20th - Sunday 1st October 2017 (closing 1pm on final day)
- Official Opening and Award ceremony: Thursday 21st September 2017 at 3pm.
- Hand out of work: Wednesday 4th October 2017, 10am-5pm
- Annual General Meeting: Wednesday 4th October 2017 at 2pm - Mall Galleries

REGISTRATION NUMBER

On RECEIVING DAY, a registration number eg. R200, is given to each work submitted and entered on your Schedule. The 'Artists Copy' is handed back to you with the R number/s, if you have posted your work your R numbers will be emailed to you on SELECTION NOTIFICATION DAY. To find out if your work has been accepted. Please go to: www.royal-miniature-society.org.uk -Exhibition Information -Selection Notification. If your Registration number does not appear, your work has not been accepted this time. If you do not have access to the internet and would like your 'Artists Copy' posted to you, please write 'POST' in the email box on your schedule. Although the RMS will ensure all schedules are posted by **Tuesday 12th September**, the RMS cannot be responsible for delays in the postal service.

DETAILS REQUIRED FOR FILLING IN YOUR SCHEDULE:

Schedules to be downloaded from the website: www.royal-miniature-society.org.uk -Exhibition Information -Entry Forms. Both schedule pages must be completed carefully in **BLOCK CAPITALS**, with all the details required **including a contact email address**, using a ball-point pen. Schedules must be signed as unreserved acceptance by the artist of these terms and as an authority to make arrangements upon such conditions as the Society thinks fit. Unsigned schedules make the accompanying work inadmissible.

NUMBER OF WORKS WHICH MAY BE SUBMITTED

Up to **5** works may be submitted.

SUBMISSION FEES

The submission fee is £15 for each work, to be paid either before or on hand in day.

Before Hand in Day: (closing date 4pm, **Fri 8th September 2017**)

1) Via BACS, to Royal Miniature Society, Sort: 30-93-45, Acc: 00640264, Ref: 'Entry Fee'

2) Via Card Machine, please ring Claire Hucker on: 01454 269268 (Mon-Fri, 10-4pm) Please note there is a £3 admin fee for Credit cards, Debit cards are free.

On Hand in day: (Saturday 9th September 2017)

3) Cheque, attached to your submission form, for the total amount, made payable to 'The Royal Miniature Society' and hand it in/post it with you work on submission day.

SOCIETY INITIALS

Membership of art societies will be stated after the artist's name only if the societies are of national or international importance.

SALE PRICES

All work must be for sale, except that entered under the NFS rule. Minimum prices are £350 for portraits, £150 for subject work and £150 for sculpture.

ARTWORK IDENTIFICATION

Please make sure your work can be clearly identified: artist's full name, title of the work, and medium.

For paintings please stick a label to the reverse. **For Sculpture** please tie a small hanging label to the sculpture, (please note the hanging label will be removed once it has been assigned a catalogue code). The Selection Committee may reject work which is incorrectly labelled or not labelled at all.

POSTAGE

Artists must include the Picture Post form (download from the website) and a cheque with their entries in order for Picture Post to send back their work after the exhibition. Any queries regarding postage of work must be directed to Picture Post, not the RMS.

- **OVERSEAS ONLY:**
- Work must be posted to, **The Royal Miniature Society, c/o 17 Carlton House Terrace, London, SW1Y 5BD**, to arrive between **Monday 4th September** and no later than **Friday 8th September**.
- Packages which require duties or taxes to be paid will **NOT** be accepted, so please be sure to label packages 'SAMPLES ONLY, OF NO VALUE'. (No FedEx charges will be paid by the RMS).
- Please leave 'Price for catalogue' column blank when filling in your form and packaging it with the artwork. Please Email prices of your entries to the Executive Secretary **before Selection day**
- All Payments may be made by Credit Card (£3 admin fee) Debit Card (free) or Cheques in **Pounds Sterling only**.
- Payment for sale of works will only be paid by cheque in Pounds Sterling. The RMS will endeavour to make payment for sales within 28 days after the exhibition ends.
- **IF YOU LIVE IN THE EUROPEAN UNION WITHOUT A UK RESIDENCE AND YOUR WORK IS SOLD AT THE EXHIBITION YOU HAVE A RESPONSIBILITY TO REGISTER AN ACCOUNT FOR UK VAT WITH H.M. REVENUE & CUSTOMS.**
- **Artists without a UK residence (known as 'NETPs' – non-established taxable persons) will find further details on 'NETP' status and how to register for VAT at www.hmrc.gov.uk** (HM Revenue & Customs Reference: Notice 700/1, Mar 2014), under the heading 'Should I be registered for VAT'. Please note, the registration process can take up to 4 weeks. 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 2920501 261.
- **Registration Numbers:** On receiving day (**Saturday 9th September**), a unique registration number eg. R200, is given to each work submitted. An email will be sent with your registration numbers. To find out if your work has been accepted, please go to: www.royal-miniature-society.org.uk -**Exhibition Information** -**Selection Notification**. If your Registration number does not appear, your work has not been accepted this time.
- **POSTAGE:** Artists must include the Picture Post form (download from the website) and a cheque with their entries in order for Picture Post to send back their work after the exhibition.

GREETINGS CARDS

If you have your own professional greetings cards and would like to submit these alongside your original works, please post/bring greetings cards on receiving day with all the details clearly written on the 'greetings cards form', which can be

downloaded from the website www.royal-miniature-society.org.uk -Exhibition Information -Entry Form. The artist will be paid 65% of the receipts, and cards left over should be collected on collection day. Please note: each card must be priced individually and presented in clear cellophane envelopes. Please do not bring cards on any other day other than the Receiving Day. (if your original entries are not accepted your cards will not be eligible for sale)

SUBMISSION

Saturday 9th September, (work must be delivered, unpacked) At the TCPA room of the Mall Galleries, 17 Carlton House Terrace, London, SW1Y 5BD.

- Limited parking is available on meters in Waterloo Place and Carlton House Terrace. There is no London congestion charge on Saturday.
- Artists may mail or courier work to the Mall Galleries in time for Receiving Day. Please address the work to The **Royal Miniature Society, c/o 17 Carlton House Terrace, London, SW1Y 5BD** to arrive between **Monday 4th September and no later than Friday 8th September**.
- Please note that all packaging resulting from work being received by The Mall Galleries will be disposed of on **Saturday 9th September**. Packages will only be opened on **Saturday 9th September** so if you wish to verify that your work has been received, send it by commercial courier or one of the UK Royal Mail's services which you will be able to track yourself by logging on to their website or calling their tracking line.
- All work is subject to selection by the Selection Committee. Works in any medium upon, or of, any material, may be submitted, provided they are in keeping with miniature techniques.
- **Invitations** will be available to collect on Submission day (**Saturday 9th September**). If you would like to have your invitations sent by post, please send a C5 size SAE, with a 'Large' first or second class stamp, to the Executive Secretary at the address below.

RULES FOR SUBMITTING: PRESENTATION

Please pay attention to this section as bad presentation may prejudice acceptance.

Frames should be of good quality and hold the work, mounts and glass securely. Pay particular attention to the mounts, they must be clean, the inside bevel edge should not be badly cut or overcut at the corners. Sellotape or masking tape sealing of the back of the miniature is not acceptable, although brown gummed tape is acceptable. The glass must be clean, particularly inside. Non-reflective glass is not allowed. There should be absolutely no stands or other protrusions such as screw eyes on the backs of miniatures which make them difficult to hang and secure in the raked showcases. The final decision will be at the complete discretion of the Council.

NOT FOR SALE (NFS) RULE FOR HUMAN and PET PORTRAITS ONLY

Only human or pet portraits may be submitted NFS ie. for exhibition only. Portrait artists benefiting from this exception must, however, send in one non-commissioned work (not necessarily a portrait) which must be for sale and must be of equal value and quality as the commissioned work. Prices for portraits not for sale, including the commission due to the Society on commissioned work (no VAT will be due on commission) should be entered on the schedule in brackets before NFS. They will appear, also in brackets, before NFS in the catalogue as a useful guide to clients who wish to place a commission. Artists wishing to take advantage of the NFS rule above should note that, if the work submitted for sale is inferior in quality to the work NFS, all of the submitted works may be rejected by the Selection Committee. Royal portraits are admissible only if they are *bona fide* commissions for which sittings have been granted, or historical, or by the Selection Committee's special permission.

SIZE LIMITS ON PORTRAITS

Heads which are the primary focus of the work must not be larger than 2". 'Heads' is interpreted as 'heads with normal hairstyles' and does not include hats, head-dresses or unusual built-up hairstyles; for pets, 'heads' includes ears. The final decision will be at the complete discretion of the Council.

FRAME SIZES

The maximum overall sizes for miniatures including picture, frame and mount if any, are: Rectangles and Ovals 4½" x 6", Squares 4½" x 4½", Rounds 4½" diameter. Mounts must not be wider than ¾" top and sides with 1" at the bottom or ¾" all round. Frames should not be wider than 1" nor deeper than ¾" and cannot be placed if they are very heavy.

SIZE LIMITS ON SCULPTURE

Should not exceed 8" across the longest measurement.

COPYRIGHT

Copyright of all work except commissions remain with the artist. Where the copyright has been sold 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 that copyright remains with the artist unless specifically assigned in writing.

PHOTOGRAPHY

Whether at the exhibition or otherwise, press/catalogue/website photography will be allowed unless expressly forbidden by the artist in writing. All other photography is forbidden except of an artist's work by the artist.

COMMISSION ON SALES

The Society's commission is **42%** on works or copyright sold in the Exhibition, or as a result of it, and on all commissioned work arranged through the Society.

SALES MADE BY THE ARTIST

After submission and prior to the exhibition an artist must inform the RMS of the sale of a work otherwise a sale by the society takes precedence. The usual commission will apply.

RE-EXHIBITION OF WORKS

Subject miniatures and other works may not be shown again until after an interval of three exhibitions, portraits after four.

CARE OF WORKS AND INSURANCE

Every possible care is taken but the Society accepts no responsibility whatsoever for loss or damage, whether such damage or loss is caused by the negligence of the RMS or otherwise. Work is received entirely at the artist's own risk. CCTV is installed at the Mall Galleries.

ELECTION TO ASSOCIATE MEMBERSHIP

An artist is eligible for consideration for Associate Membership (ARMS) if they have had five works accepted in the previous annual exhibition. If all five works submitted for the current exhibition are accepted then the Selection Committee will consider them for election to Associate Membership. If elected the artist will become ARMS for the current exhibition and the submission fees detailed in this information sheet will be still be payable. The Associate membership subscription will be due from the January following election. **An artist wishing to be considered should write "CANDIDATE" at the top of their schedule.**

COLLECTION OF UNSOLD AND UNSELECTED WORK

Wednesday 4th October 2017, 10am-5pm. At the administrative offices of the Mall Galleries, 17 Carlton House Terrace, London, SW1Y 5BD.

- Any uncollected work will be removed on **Wednesday 4th October** at 5.00pm by Picture Post (Please read below)
- The Mall Galleries will be responsible for handing back work to artists. Collection of work will take place on **Wednesday 4th October 2017, 10am-5pm** from 17 Carlton House Terrace, the administrative offices of the Mall Galleries. **This is the only date when artists can be accommodated.**
- Artists who sold everything will be informed except for last minute sales. The Mall Galleries staff will be responsible for handing work back so please keep the 'Artist's Copy' of the schedule until the end of the exhibition.
- Any person with a signed 'Artist's Copy' Schedule may collect that work. If the artist only has an email stating work details (titles, R&C numbers), sent by the Executive Secretary, this may also be used to collect work.
- Packaging from work received on or before receiving day will have been disposed of, so artists must bring their own packaging.
- Exhibition Administrators reserve the right to ask Picture Post to remove all works that have not been collected by 5.00pm on **Wednesday 4th October, Picture Post will levy a commercial handling charge.**

PICTURE POST: Storrs Hill, Dame Lane, Misson, Doncaster, DN10 6EB.

Email: info@picturepostcompany.co.uk Tel: 01302 711011 Mobile: 07833 450788

Unsure of any points? Please direct any queries to:

Claire Hucker, Executive Secretary RMS:

89 Rosebery Road, Dursley, Gloucestershire, GL11 4PU.

Tel: 01454 269268 Email: cmhucker@gmail.com

Rosalind Pierson, President RMS: Brangwyn House,

Kilworthy Hill, Tavistock, Devon, PL19 0EP.

Tel: 07970 262981

Email: president@royal-miniature-society.org.uk

The Mall Galleries: 020 7930 6844

