

**PLEASE DOWNLOAD AND
PRINT OFF THIS
REGISTRATION PACK**

GENERAL CONDITIONS FOR SUBMITTING WORK FOR ALL EXHIBITIONS

These conditions apply to all Federation of British Artists (FBA) exhibitions at the Mall Galleries or those administered by the Exhibition Administrators (excluding The Threadneedle Prize).

The term Exhibition Administrators means the Federation of British Artists Ltd. or (if the context so requires) the constituent society managing a particular exhibition.

Specific regulations and fees for each exhibition are printed on the accompanying Call for Entries leaflet.

SUBMISSION PROCEDURE

The receiving days for each exhibition are detailed on the enclosed Call for Entries leaflet. Works, together with the completed Registration Form, labels and submission fee should be delivered unpacked to the administrative offices of the Mall Galleries at:

17 Carlton House Terrace, London SW1Y 5BD.

Works can only be accepted on the receiving day(s) stated.

Our Call for Entries leaflet also provides details of various regional collection points located throughout the UK, together with details of art couriers recommended by the FBA. These are recommended for artists who do not wish to travel to Central London.

REGISTRATION FORM

The Mall Galleries Registration Form must accompany all works. It will not be accepted unless it is signed by the artist. This general form can be used for submitting works to FBA exhibitions at the Mall Galleries. Please write the name of the exhibition to which work is being submitted clearly in **block capitals** in the box provided.

Please use a ball point pen and ensure that the information comes through on all copies.

NOTE: You can now register and pay online at www.mallgalleries.org.uk You can also download a Registration Form and labels.

SIZE

The size on the Mall Galleries Registration Form refers to exterior frame size, or, in the case of sculpture, longest overall measurement.

APPLICATIONS FOR MULTIPLE EXHIBITIONS

Artists wishing to submit work to more than one exhibition during the current season, can obtain a form indicating requirements when they submit work to 17 Carlton House Terrace, SW1Y 5BD. Application forms providing dates for the current season of exhibitions will be available on all receiving days. These may also be ordered by post. Please enclose a stamped addressed envelope (A4).

SUBMISSION FEES

The submission fee for all exhibitions is £12 per work, irrespective of size, (artists aged 35 or under at the time of submission are entitled to a reduced fee of £6 per work).

Please make cheques payable to 'Federation of British Artists'.

NOTIFICATION

We will publish a list of the registration numbers of all accepted works, no later than 3 days after selection at www.mallgalleries.org.uk. Only those artists who mark their Registration Form accordingly will be notified by post.

We do not notify by email.

Red coloured copies of the Registration Form are sent to the artist if they have had at least one work accepted.

Green coloured copies of the Registration Form are sent if any works have not been accepted for exhibition.

If you receive only a green copy, this means that no works have been accepted on this occasion.

COLLECTION OF WORKS

All works not accepted for exhibition must be collected on the dates published on our website www.mallgalleries.org.uk.

Any uncollected work will be taken away from the Mall Galleries shortly after the collection days and stored by an independent courier company, who will then contact the artists concerned to arrange collection/delivery at the artist's expense.

COLLECTION DAYS

The dates for collection of work shown on the schedule are the **ONLY** days that work can be collected from 17 Carlton House Terrace. Please ensure that arrangements are made for your work to be collected on the days specified.

The sending of work to the exhibition is to be sufficient authority to the Exhibition Administrators to make such arrangement upon such conditions as they shall think fit.

PLEASE NOTE: Works not accepted for exhibition and works to be collected after the close of the exhibition cannot be handed out under any circumstances before or after the respective dates indicated on the receiving days sheet. All works should be collected from 17 Carlton House Terrace, SW1Y 5BD, except in those cases where an alternative address is specified.

COMMISSION

A commission of 45% (plus VAT) will be charged on the price paid for work or copyright sold during or as a result of the exhibition, or on commissioned work (unless otherwise advised) arranged through the Exhibition Administrators. Once a Registration Form has been submitted, any sale effected by the Exhibition Administrators during the course of the exhibition shall take precedence and supersede one made privately. The price of works stated on the Registration Form should include commission of 45% (plus VAT). If the artist is registered for VAT, then the VAT due on the selling price of the work should be included in the price entered on the form.

PRICES

The price of works stated on the Registration Form should include the commission of 45% (plus VAT), and VAT on the sales price should be included if the artist is registered. The price you enter on the Registration Form is the catalogue selling price.

FRAMES

All pictures must be securely framed. Frames should be stout enough to withstand mirror plating for hanging purposes. No hooks are required for hanging purposes and there should be no projections whatsoever from the back of the frames. This is to prevent damage to other works.

Metal frames and clip frames are inadmissible.

Glazed works with unprotected glass edges are inadmissible. Non reflective glass is unacceptable.

Frames and mounts of an unusual colour, size or design may prejudice the chance of selection.

LABELS

The Catalogue is compiled from the accompanying Registration Form, but please complete the enclosed gummed labels carefully and attach to the back of the picture frame or to the base of a sculpture. Please ask for tag labels for sculpture.

PHOTOGRAPHS AND FILMING

Unless otherwise stated by the artist by letter, works exhibited may be photographed and/or filmed for Press and Marketing purposes in connection with the exhibition. The FBA shall have the right of free reproduction of all exhibited works for all catalogues, posters, postcards, DVDs, website and other promotional and educational material in connection with the exhibition.

COPYRIGHT

Copyright of all works remains the property of the artist. Any enquiries for copyright will be referred to the artist.

CARE OF WORKS

- (i) The Exhibition Administrators will not be liable for any damage caused to works sent for exhibition occurring in the ordinary course of handling, whether such damage is caused by the negligence of the Exhibition Administrators or their staff or otherwise.
- (ii) The Exhibition Administrators will endeavour to take good care of works sent for exhibition but in the event of a work sent for exhibition being lost, destroyed or damaged other than as stated in sub-paragraph (i) hereof, the Exhibition Administrators liability (if any) shall not in any event exceed the value of the work as stated on the official Registration Form (less 45% plus VAT) or any altered price subsequently notified to the Exhibition Administrators.
- (iii) The Exhibition Administrators shall not be bound by the price stated on the Registration Form and in the event of any dispute arising as to the amount of any such loss or damage, whether or not liability is disputed, the dispute shall be referred for arbitration, independently of any issue as to liability, to an independent expert valuer to be chosen by agreement between the parties provided always that the arbitrator's award shall not exceed the Exhibition Administrator's maximum liability in accordance with sub-paragraph (ii) hereof. The arbitrator's award shall be final and shall be conclusive evidence of the amount of the loss. The artist shall not be entitled to begin or maintain any action at law in respect of his loss until the arbitrator shall have made a determination in accordance with the terms of this sub-paragraph and then only for the amount so awarded.

INDEMNITY

Artists submitting their work to Mall Galleries or any other gallery administered by Exhibition Administrators (whether such submission is for an exhibition or for any other purpose) shall indemnify and keep indemnified Exhibition Administrators against any actions, claims, proceedings, losses, liabilities, charges, costs and expenses which Exhibition Administrators may incur arising out of or in connection with any actual or alleged financial or contractual arrangements between such artist and any agent (other than Exhibition Administrators) or any other third party.

The Mall Galleries will hold the personal data supplied on your Registration Form securely, in accordance with the Data Protection Act, 1998. It will only be used for administering the exhibition and prizes and will not be transferred to any other party.

The Mall Galleries reserve the right to disqualify any work if the artist has failed to adhere to these Rules.

FEDERATION OF BRITISH ARTISTS

Federation of British Artists Ltd. strongly advise artists to insure their own works.

The signing of the Registration Form is to be taken as the unreserved acceptance of the entire contents of these conditions and those on the Registration Form by the signatory.

MALL GALLERIES
FEDERATION OF BRITISH ARTISTS

www.mallgalleries.org.uk

Federation of British Artists
17 Carlton House Terrace London SW1Y 5BD
Telephone 020 7930 6844 Fax 020 7839 7830
email: info@mallgalleries.com

Registered Charity No. 200048
VAT Registration No. 240 4847 72

Company Registration No. 683275
A Company limited by guarantee not having a share capital

NAME

ADDRESS

.....

.....

POSTCODE

EMAIL

COMPLETE IN BLOCK CAPITALS WITH BALL POINT PEN

Bring both copies of this form with your works on the receiving days together with the relevant registration fee.

All work must be for sale, unless submitted for the Royal Society of Portrait Painters Exhibition.

Please make cheques payable to:
"Federation of British Artists", or "FBA".

Your name as you would like it to appear in the catalogue

Exhibition for which you are submitting work

Year

Home Telephone Number:

Mobile Telephone Number:

If you wish to be notified by post, please tick this box

If you are happy to receive information about forthcoming exhibitions and events by email, please tick this box

Initials of Art Societies of which you are a member

Date of Birth

VAT Registration Number (if applicable)

How did you hear about this exhibition?

Are you an Art Student? If so, which College or University?

FOR OFFICE USE ONLY

Cash Cheque

Online Other

I agree to be bound by the GENERAL CONDITIONS for submitting works as given in the accompanying literature, and that all works are submitted entirely at my own risk:

SIGNATURE:

ENTER DETAILS OF YOUR WORKS HERE (fill in all relevant boxes)				FOR OFFICE USE ONLY	
Title for catalogue				Registration No.	
Medium:		Size (cms)		R	
Total Edition No.	PRICE IN POUNDS / NO PENCE include VAT if registered			D	
Number of this item	Framed	£		A	
Number available	Similar commissioned work, OR Unframed	£			
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Number of this item	Framed	£		A	
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A work accepted: D work rejudged and then accepted or rejected: R work rejected

DELIVERY RECEIPT

ARTIST COPY

MALL GALLERIES
FEDERATION OF BRITISH ARTISTS

www.mallgalleries.org.uk

Federation of British Artists
17 Carlton House Terrace London SW1Y 5BD
Telephone 020 7930 6844 Fax 020 7839 7830
email: info@mallgalleries.com

Registered Charity No. 200048
VAT Registration No. 240 4847 72

Company Registration No. 683275
A Company limited by guarantee not having a share capital

NAME

ADDRESS

.....

.....

POSTCODE

EMAIL

DELIVERY RECEIPT - PLEASE KEEP

For your own record, please write your registration numbers (accessed at www.mallgalleries.org.uk) in the appropriate space below:

Accepted

Unaccepted

Your name as you would like it to appear in the catalogue

Exhibition for which you are submitting work

Year

Home Telephone Number:

Mobile Telephone Number:

If you wish to be notified by post, please tick this box

If you are happy to receive information about forthcoming exhibitions and events by email, please tick this box

Initials of Art Societies of which you are a member

Date of Birth

VAT Registration Number (if applicable)

How did you hear about this exhibition?

Are you an Art Student? If so, which College or University?

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Online Other

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Medium: Size (cms) x

Total Edition No. PRICE IN POUNDS / NO PENCE include VAT if registered

Number of this item Framed £

Number available Similar commissioned work, OR Unframed £

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Registration No.

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A work accepted: D work rejudged and then accepted or rejected: R work rejected

EXHIBITION 20

MALL GALLERIES
FEDERATION OF BRITISH ARTISTS

Title of Work

Name: Mr, Mrs or Miss
(Please delete as necessary)

Address

Postcode Email

Telephone Mobile

Medium Price in Pounds £

All work to be delivered to 17 Carlton House Terrace, SW1Y 5BD

EXHIBITION 20

MALL GALLERIES
FEDERATION OF BRITISH ARTISTS

Title of Work

Name: Mr, Mrs or Miss
(Please delete as necessary)

Address

Postcode Email

Telephone Mobile

Medium Price in Pounds £

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