



Alexandra Road

GLYNN VIVIAN

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Swansea Open 2023 – Submission Guidelines

– Introduction

Swansea Open is an annual art competition with an open theme, from which work is chosen for an exhibition in the Gallery from the submissions received. The selection is made by a different panel of invited selectors each year, thus encouraging diverse viewpoints annually. The exhibition seeks to reflect critical and cultural awareness, with a broad range of work by professional and non-professional artists.

Artwork may be submitted by anyone who lives, works or studies in the City & County of Swansea, within the postcodes SA1 to SA9.

The Swansea Open Decision Form is going to be available to fill in on our website. If you do not have access to a computer, please come to the gallery from **8 January 2023**, and a gallery assistant will be able to help you.

– Awards

Three prize-winners will be chosen from the selected entries, with a first prize of £250; a second prize of £150 and a third prize of £100. The prize-winners will be announced at the beginning of the exhibition.

In addition, the Friends of Glynn Vivian Art Gallery will also award a prize for a selected artwork.

– Selection Panel

This year's invited selectors are visual artist, Daniel Trivedy, who studied fine art at Swansea College of Art and is currently based in South Wales, and curator and academic Gillian Fox, who is based in London.

The Curator or equivalent representative of the Gallery will be present, together with an external observer.

– Key dates

- Submission deadline: 16:00 on Sunday 15 January 2023
- Submission of works: Friday 13, Saturday 14 or Sunday 15 January 2023, 11:00–16:00
- Successful artists informed by email: Friday 20 January 2023
- Unselected works to be collected: Friday 20, Saturday 21 or Sunday 22 January, 11:00 – 16:00
- Exhibition dates: 28.01.23 – 16.04.23
- Return and collection of exhibited work: Tuesday 18 or Wednesday 19 April 2023, 11:00–16:00

– Submissions & Conditions of Entry

1. Each artist may submit a maximum of 2 works
2. Each artist must be aged 16+

3. Each artist must live, study or work in the City and County of Swansea, in postcodes SA1-SA9.
4. An entry fee of £5 per work is payable. If an artist submits two works - the entry fee payable is £8. Passport to Leisure, bus pass and blue badge holders, students, will pay half the entry fee. The entry fee is non-refundable. It is free to enter for those seeking asylum and refugees.
5. Artists will be asked to complete and signed a Decision Form when submitting work online
6. Entries will be accepted in the form of painting, sculpture, drawings, prints, DVDs, and photographs. *Performance art*, installations* and architectural glass* are not permitted – *see Definition Guidelines at end*
7. Audio visual and DVD works selected will be displayed collectively on monitors only. There is no minimum duration, but the maximum duration permitted for each submission is 20 minutes, including titles and credits. This time limit will apply to all submissions, whether in single or multiple sequences
8. Works **MUST** have been made in the last **2 years**
9. The minimum size for work is 6" (183cm) in any one direction. The maximum size for work is 6' (183cm) in any one direction across two dimensions and 4' (122cm) for the 3rd dimension, due to the size of the entrances to the Gallery building. The total display size of 'works in series' must comply with these regulations
10. As we have no mechanical assistance at the Gallery, the weight of works submitted must be no greater than you can carry into the building on the day of submission

11. All works should be delivered framed or otherwise ready to hang. Clip frames are not acceptable
12. Each work must be marked "**TOP**" on the back to show which way up it goes
13. One **TIE-ON LABEL**, on a length of string will hang over the front of the work, and one **STICK-ON-LABEL** must be put on the back of each work giving the artist's Name, Title of work, Medium, Date and Selling price (if for sale). **Please ensure that the works are submitted with these labels already securely attached**
14. For security reasons all two-dimensional works **MUST BE MIRROR PLATED**. The mirror plates should be fixed exactly halfway up the sides of the work. Failure to comply will jeopardise the entry of the work. Work must be able to be screwed to the wall. **DO NOT** include cord to hang.
15. For health and safety reasons all sculptural work **MUST BE ABLE TO BE DISPLAYED ON PLINTHS**. If this is not possible, we will be unable to display the work in the exhibition
16. We recommend that all works should have corner protection, which should remain secure during handling. If the frame is of a delicate nature e.g. gold leaf or specialist finishes, please ensure the frame is suitably protected, e.g. with foam tubing, as we cannot accept responsibility for any damage. Any additional wrapping must be taken away from the Gallery at the time of delivery. Any wrapping that is left will not be kept and be disposed of
17. **NOT ALL WORKS WILL BE SELECTED**. No less than 80 works will be exhibited
18. Work displayed cannot be released until the end of the exhibition
19. The artist must confirm that works submitted do not give rise to breach of copyright. In any event the Artist shall indemnify the Council of the City and County of Swansea against all

losses or damages which may arise by breach of copyright arising directly or indirectly from the display of their work at the Swansea Open Exhibition

– Delivery of Works

- Works must be delivered to the Glynn Vivian Art Gallery, Alexandra Road, Swansea, SA1 5DZ
- All submissions must be delivered in person. The artist is responsible for delivery and collection, whether or not the entry is selected for exhibition. If delivery/collection is entrusted in someone else, he/she must bring a letter of authority from the artist
- Works must be submitted between the hours of 11:00 and 16:00 on **Friday 13, Saturday 14 or Sunday 15 January 2023**. No work will be accepted before or after this date

– Notification

- Artists will be advised by email of the outcome of the selection by no later than Friday 20 January 2023.

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– Return & Collection of Works

- Unselected entries **MUST BE** collected between the hours of 11:00 and 16:00 on **Friday 20, Saturday 21 or Sunday 22 January 2023**
- Selected entries must be collected after the exhibition ends between the hours of 11:00 and 16:00 on **Tuesday 18 April or Wednesday 19 April 2023**

- Any works not collected during the advertised collection periods will be charged at £1 per day to a maximum of £100 per work. Please note this is a storage charge and that no exceptions can be made
- The Gallery reserves the right to dispose of any work not collected by Sunday 30 July 2023

– Sale of Works

- Artists may choose to offer their work for sale. The Gallery will handle all sales of work included in the exhibition on behalf of the artists. A commission of 30% (inclusive of VAT) will be taken on sales. Works cannot be released until the end of the exhibition

e.g., Selling Price	£100.00
Commission @ 30% (incl. VAT)	£30.00
Amount payable to Artist	£70.00

- Payment for work sold will be processed at the end of the exhibition
- Please note that the profit from the work sale contribute to make Swansea Open Exhibition happen every year. By acquiring an artwork through the gallery, you are directly contributing to this exhibition. The gallery is grateful for your support.

– Insurance

- Works are submitted at the owner's risk. The works will be kept securely and handled with due professional care, but the Gallery does not accept liability for loss or damage, howsoever caused, during the storage and selection period
- It is the responsibility of the artist to arrange their own insurance for the work. Works selected for the exhibition will be insured by the Gallery from the time of selection, namely

Monday 15 January 2023 until the last time for collection, namely 16:30 **Wednesday 19 April 2023.**

– Publicity

Glynn Vivian reserves the right to photograph exhibits for education, marketing and publicity purposes.

The Gallery will promote the exhibition across a broad range of media including our website, social media, our seasonal brochure and exhibition publicity (posters/flyers/invites/emails). Targeted press releases will be issued to both regional and national press.

Copyright will remain with the artist, however by signing the submission form artists agree that images of their work may be used for education, press, marketing and promotional purposes.

– Definition Guidelines* - for work which is not permitted

- Performance art includes, but is not limited to, live art forms and art activities that are presented before an assembled live audience and that might include elements of music, dance, poetry, theatre
- Installation art includes, but is not limited to, either the hanging of pictures or the arrangement of objects in an exhibition, or a site-specific artwork, offering a 3-dimensional experience of being physically surrounded by art
- Architectural glass includes, but is not limited to, stained glass panels which require daylight or artificial illumination behind for the work to be appreciated

For all other enquiries and useful information please refer to the FAQs page on the Gallery's website.

For general enquiries please contact:

Gemma Mughini, Exhibitions Assistant via email on Gemma.Mughini@swansea.gov.uk or by post at Glynn Vivian Art Gallery, Alexandra Road, Swansea, SA1 5DZ

Please note that all enquiries and correspondence must be submitted in writing.

– Decision Form

You will be asked to complete a Decision Form online. The link will be available on the Glynn Vivian Art Gallery Website by December 2022.

Please ensure you provide the following:

- Entry fee
- Contact details (Name, address, postcode, email, telephone number)
- Proof of postcode
- Title of work & description
- Date of work
- Medium
- Size of work
- Selling Price (if it is for sale)

– Final Checklist

Read the Swansea Open Information Leaflet Submission Guidelines (including all Notes & Conditions of Entry)	
Before you make your work, please ensure it will comply with the Notes and Conditions of Entry	
Check the Notes & Conditions of Entry to ensure that you have prepared your work correctly	
Complete the Decision Form online which you can find at: https://www.glynnvivan.co.uk/whats-on/swansea-open-2023/	
Bring the work into the Gallery on the submission dates: 11:00–16:00 Friday 13, Saturday 14 or Sunday 15 January 2023	

This checklist must be used together with the Notes & Conditions of Entry contained in this Swansea Open Submission Guidelines Leaflet.

