

ARTIST'S GUIDE - SUBMITTING YOUR ARTWORK

Stage Two - Physical Judging

This guide is intended to help you prepare your artwork, so it is received in good order for this stage of judging.

For Stage Two the judges will be making two decisions.

- 1. If your work will be exhibited in the Royal Birmingham Society of Artists' Gallery, Birmingham, U.K.*
- 2. If your work will also be chosen for the official UK (excluding Scotland) entry for the BAWW - 2025 slideshow.*

The decision of the judges on all matters is final and no correspondence will be entered into.

It is essential that these guidelines are closely followed so please ensure you have read these before you send your original artwork.

You may also be requested by the judges to make some adjustments to your submission. If requested, these are included in the email you received inviting you to send your original work.

Key Dates

Mounted Artwork Deadline : **Friday 28th February, 2025**

Judges Final Selection : **3rd and 4th March, 2025**

Artists Informed : **7th March, 2025**

Key Points

- artwork should be submitted mounted but NOT framed
- wrapped in clear cellophane sheet
- have a strong backing board

Artwork Dimensions

The external dimensions are crucial as we are purchasing specific frames for these two sizes.

Size 1 - External 50 x 60 cm which gives a painting area of 36 x 46 (with a minimum of a 7 cm wide border). Or

Size 2 - External 40 x 50 cm which gives a painting area of 26 x 36 cm (with a minimum of a 7cm wide border).

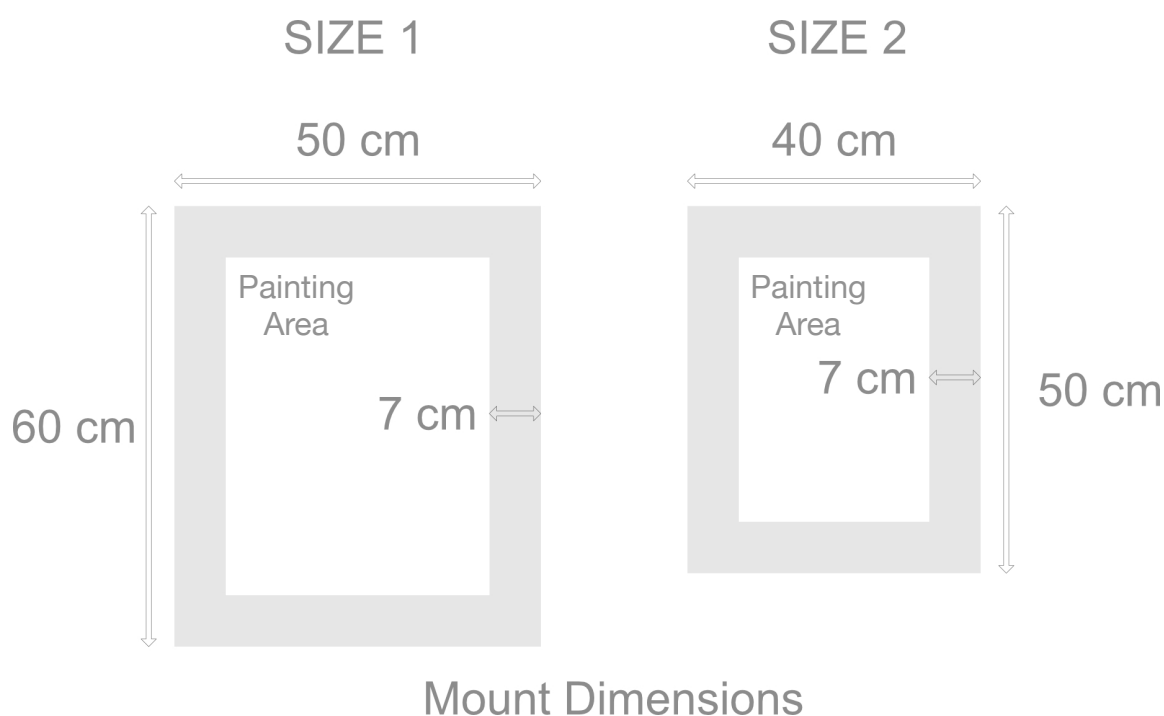


Figure 1. Artwork mount dimensions.

Note : Borders can be wider than 7cm but the external dimensions of the mount must be either 50 x 60 OR 40 x50 cm.

Mount Board

The mount board should be white or off-white and similar to either:

- Daler-Rowney Snow White (054) or
- Daler-Rowney Cumulus Cloud (404)

An acid free backing board is recommended of the same dimensions as the exterior mount board and must also be included.

All artwork chosen by the judging panel to be exhibited in the gallery will be framed and hung by the exhibition organisers using a simple light wood frame.

Packing Your Artwork

All work must arrive mounted in a flat pack. Please ensure the packaging is sufficiently robust to avoid damage during transit. It would be preferable to have packing that can be reused either to take to Birmingham and/or return to you.

Please add an extra 5 cm to the packaging dimensions to accommodate the framed artwork.

Picture boxes can be purchased online for packing and are highly recommended.

Frames will be available to purchase at cost price at the end of the exhibition. Once we have the cost of buying the frames we can let you know.

Sending Your Artwork

Artwork can be delivered in person if you wish. Email assocbotart@gmail.com to arrange a date and time.

Mounted artwork should be sent to :

15 Rectory Farm Road,

Little Wilbraham,

Cambridge,

CB215LB

**** Your artwork must arrive by Friday 28th February 2025 ****

Courier Services

A number of companies in addition to Royal Mail provide courier services, including FedEx, DPD, Pack and Send, Parcel2Go, but we recommend you research the options yourself.

Insurance

You will be loaning your work to the Association of Botanical Artists for the BAWW - 2025 Exhibition so insuring your artwork is your responsibility. If you wish to insure your work you are advised to arrange insurance for the duration of the loan period including in transit.

This loan period is from when your mounted work arrives on or before **Friday 28th February 2025** until your artwork is returned.

The Association of Botanical Artists will endeavour to ensure all artworks are held securely and are handled appropriately but the Association cannot be held liable for any loss or damage for artworks whilst in transit or for the purposes of the BAWW - 2025 exhibition.

Collection of Artwork

If your work has not been sold and removed by the buyer, work can be collected in person on the takedown day from :

***The Royal Birmingham Society of Artist's Gallery
4 Brook St, Birmingham B3 1SA***

Sunday 25th May between 10.30 - 12.00 noon only

Please contact assocbotart@gmail.com to inform them that you wish to collect your artwork from the gallery. Otherwise artwork will be taken back to

**15 Rectory Farm Road
Little Wilbraham
Cambridge
CB21 5LB**

from where you can arrange collection. Arrangements to return your work from this location must be completed by **Friday 30th May 2025**.

Please contact assocbotart@gmail.com to arrange these details.

Artwork Labels and Information

Information about your artwork that you provided when you submitted your image will be used on labels in the gallery and the accompanying exhibition catalogue. You may be asked to clarify some of this information.

The Exhibition - ' Looking Back For Our Future '

The Royal Birmingham Society of Artist's Gallery
4 Brook St, Birmingham B3 1SA
United Kingdom

Exhibition Opens to the Public :	Tuesday May 13th 2025 - entry free
Official Exhibition Opening and Worldwide Day of Botanical Art :	Sunday May 18th 2025
Exhibition Closes :	Saturday May 24th 2025

The Exhibition Catalogue

All artwork selected to be exhibited in the RBSA Gallery will be added to an exhibition book that will be available to purchase in the gallery or online from assocbotart@gmail.com.

Sale of Artwork at the RBSA Gallery

Where you have indicated that your artwork is for sale on the original submission form, this will be added to the label in the gallery.

The Exhibition Steering Committee will NOT take a commission for any works sold either from the physical exhibition or as a result of a request from a viewing of the online digital exhibition.

If an enquiry for a commission is received by RBSA gallery staff during the exhibition or by gallery staff within 30 days after its take-down, the RBSA will charge a 10% administration fee plus standard rate VAT on that charge. If an enquiry to the RBSA is made more than 30 days after the exhibition finishes the RBSA will charge 35% commission, plus standard rate VAT on that charge.

Help at the Exhibition

We will have demonstrations at the the RBSA gallery by visiting artists so any support you can provide either by offering to demonstrate or assisting during the event to explain the artwork to visitors would be greatly appreciated.

Please email **Moira Ashby** - moira015@outlook.com

to let Moira know if :

- you would like to help
- when you may be available
- what you might be able to offer - for example to demonstrate or general help

Promoting the Event

We will be providing a poster to publicise the exhibition. It will be available to all artists to download from the ABA website by the 7th March for use on your websites or social media pages.

Please use the hashtag [#BotanicalArtWorldwide2025](#) for any social media posts.

Questions

Please make sure you have read this guide carefully but if you still have any questions, please do not hesitate to contact us.

assocbotart@gmail.com

January 2025

The BAWW Steering Committee