

## Guild 02 - Terms & Conditions of Entry

1. The application process to become a member of the Black Swan Guild is in 2 stages:
  - Stage 1 – online submission, which is considered by an independent selection panel.
  - Stage 2 – actual work to be viewed by existing members of the Guild.
2. Your application must be submitted in full including payment of the application fee by the deadline specified.
3. The £20 application fee will not be refunded.
4. You may only make one entry during the application round with a maximum of six images submitted.
5. All artwork/s submitted must be made and designed by the artist, who is the named person on the submission form.
6. The maximum floor space for 2 & 3-dimensional work is 1m x 1m, so work must be within these dimensions to be accepted.
7. Upon successful submission, the artist agrees that any images supplied can be used by the Black Swan Arts in promotional material. If necessary, the artist agrees to supply high-resolution images (above 3MB and below 5MB) of artworks selected for use in printed and electronic media and press releases. The artist agrees for these images to be reduced, enlarged or slightly cropped to suit promotional purposes if required.
8. The decision made by the selection panel (stage 1) and the Guild members (stage 2) is final.
9. For stage 2, work to be delivered to the Round Tower at Black Swan Arts, 2 Bridge St, Frome, BA11 1BB on the date specified.
10. Art deposited at the Gallery must be unwrapped by the artist/deliverer and the wrapping taken away with them.
11. Work presented at stage 2 must have been submitted at stage 1, substitutions cannot be made
12. Collection of artworks after stage 2 selection must be on the dates specified. If you are not available to collect your artwork, you can arrange a courier collection on the dates specified.
13. Black Swan Arts will not arrange your courier or pay any return postage costs. Transport and delivery of artworks and any associated costs are dealt with by the artist.
14. Work to be posted should be supplied in appropriate packaging, which will be re-used with a return address label provided by the artist.  
Black Swan Arts will not insure any artworks delivered against loss, theft, malicious, accidental or environmental damage while it is in transit or in another's custody.
15. After successful delivery to the gallery and until collection by the artist or designated representative, all items exhibited are fully insured for the duration.
16. Your £20 application fee will go towards your membership fee, so if you are successful at stage 2. A remaining £100 of the total £120 (2019) membership fee must be paid to complete your membership. Subsequent payments will be due at a similar point in the following years.
17. The annual membership fee is non-refundable.
18. The annual membership fee may rise in subsequent years.
19. 40% commission is taken on all works sold during Black Swan Guild exhibitions. 20% goes to Black Swan Arts and 20% goes into the Guild's bank account. The remaining 60% is paid to the artist via BACS. Bank details will need to be provided by the artist upon request.
20. Black Swan Arts will contact you in relation to the Guild and other news or events you have specified within your account preferences. We will not share entrants' personal information with third parties. Read our full privacy policy on our website.

## Important dates

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|-------------------|---|
| 9 September       | Deadline for online applications  |
| 16 September      | Stage 1 results emailed   |
| 20 September      | Delivery of shortlisted work for Stage 2: 10am-7pm                                |
| 22 September      | Stage 2 final selection   |
| 23 & 24 September | Collection of shortlisted work:<br>4-7pm, 23 September<br>10am-12pm, 24 September |
| 26 September      | Stage 2 results emailed   |

Applications are accepted 4 times per year. The next round will be open 15 November – 2 December.