

## **BP PORTRAIT AWARD 2016**

### **Are there any changes for this year's Award?**

There are no changes to the entry process or eligibility for this year's exhibition. Following the introduction of the digital image submission process in 2015, artists will again need to upload a digital image of their work via the *BP Portrait Award* website for the first round of judging. All images will be viewed by a panel of judges and the entrants who are successful in this round will be invited to deliver their work to a venue in London for the final round of judging and the exhibition selection, including *Award*-winners.

Previous rules still apply regarding age and residence of artists, the medium, size and completion date of works and artists' copyright. The total prize fund is also maintained at £61,000.

The entry fee has been increased by £2 to £40.

Please see the **RULES** for full information regarding your entry.

### **Why was digital image submission for a first round of judging introduced?**

We are aware that the process of delivering your work can be lengthy and often very expensive. Over the years we have received a number of comments from artists about this so we wanted to make the process easier. By implementing a first round of digital judging we hope that we will be making the whole process more accessible for all artists entering the competition.

## **DIGITAL SUBMISSION**

### **How does the digital image submission process work?**

As part of the established online entry process you will be required to upload a digital image of your work. Further information about yourself and your work will also need to be provided. Once you have completed the entry process you will receive a confirmation email from the Gallery.

### **How many photographs can I upload?**

You are required to upload one photograph of your entire portrait. You are also encouraged to submit an extra photograph of a part of the work. This is a good opportunity to show the level of detail, the texture of the paint or a particular area of interest in the composition.

### **What are the requirements for the images that I upload?**

Both images that you upload to the website must be saved as a jpeg format and be smaller than 3 MB. The image must also be at least 1,080 pixels on its longest side (depending on whether it is portrait or landscape format). The requirements are explained on the entry form.

### **Is there any advice on how I should photograph my work?**

Yes, please see the separate 'How to Photograph Your Work' document on the HOW TO ENTER page at [npg.org.uk/bp](http://npg.org.uk/bp). The same document includes information on how to format your image to meet the upload requirements (see above).

**Should I include the frame of my artwork in the images that I upload?**

This is for you to decide. The important thing is that your entire portrait is visible in the image.

**Will there be a cap to the total number of entries?**

There will be no cap on the total number of entries. A cap has not been applied in previous years.

**What if my artwork is still unfinished when I take the photograph to register in time?**

If your work is not entirely complete at the time of registration you can still enter the competition. The first round of judging will be based on the image that you upload.

**What will you do with my personal information?**

All personal data given will be held securely by the Gallery and only be used to administer your entry. It may be used for internal research/statistical purposes. It will not be passed to any third parties.

**Can I send in my application by post?**

We no longer accept postal entries for the competition. All submissions must be made online via the website.

**JUDGING****How does the judging process work?**

For the first round all images will be viewed at the Gallery by a panel of judges. For the second round the selected artists will be asked to deliver their work to a location in London.

Details of the location will be sent to the selected artists directly. It is at this stage that the same judging panel will decide on the final selection for the exhibition, including the winners.

In 2015 456 portraits were selected from 2,748 entries for the second round of judging.

**When will I hear if I have been selected for the second round?**

You will be notified by email before the end of the day on Friday 26 February 2016.

**When will I hear if I have been selected for the exhibition?**

You will be notified by email before the end of the day on Wednesday 30 March 2016.

**I don't live within the UK, will the National Portrait Gallery pay for the transport of my artwork?**

No, the Gallery is unable to pay for the transport of your work. You must take full responsibility for the organisation and any costs associated with the packing, courier fees, customs clearance, duties and taxes of delivering your work. When you are sending works from abroad please make sure that you (as the sender) are billed by the courier company. For the return of your work being transported back from the UK please tick the box indicating that the transport will be paid by the recipient. The Gallery will not cover these costs and will instruct the shipper to contact you directly for payment.

**Will the Gallery retain my packaging for use on collection?**

Yes, we will make sure that your packaging is kept so that it can be reused when the courier / transport agent comes to collect your work (if not selected for exhibition).

**How do you recommend I pack my painting for transport?**

We would recommend wrapping paintings in a tight layer of double-laminate bubble wrap attached with good quality parcel tape. Make sure that you place the flat side (not the bubble side) against the canvas. Then we would recommend wrapping the outside of the bubble wrap with 2 or 3-ply cardboard, or 4mm hardboard or plywood or MDF cut to size, one piece each front and back, firmly secured with parcel tape. You could also custom-make a cardboard carton that covers the edges too. Wrap a layer of brown paper or polythene taped around the outside (the tape will grip paper or polythene better than it grips board, making the whole thing sturdier). Ideally it would be best to

wrap FRAGILE tape around the package so it can be seen from all sides or alternatively write 'FRAGILE' across the package so it is visible.

If any or all of the paint is still wet, pack the work in such a way that the packing materials are not pressing against the canvas. If the painting or the frame is more elaborate it may require further protection. We would ask that you avoid packing with chipboard and to make sure that there are no protruding nails, screws or staples.

If you are transporting your works internationally we would recommend a custom made crate. It is also possible to purchase robust cardboard containers (lined with thick foam/rubber) from various courier companies which should also provide adequate protection and support.

**I have sent pre-paid postage for my artwork to be delivered back to me, when will it arrive?**

Your work will be returned to you by Monday 16 May 2016 (as long as you have provided us with the correct postage). If you have not received your work by this date please email [bpaward@npg.org.uk](mailto:bpaward@npg.org.uk) detailing the problem and leaving your contact details.

**ABOUT MY ENTRY**

**How many entries can I submit?**

Entry is limited to one entry per artist.

**How much does entry cost?**

This year's entry fee is £40. The fee is non refundable.

**Are there any size restrictions?**

Yes, the work must be no smaller than 25cm x 20cm unframed and no larger than 244cm x 244cm framed.

**Can I enter diptychs/triptychs?**

Yes you can. However, it is important that the combined parts of the work do not exceed the maximum size allowed (244cm x 244cm framed). You also need to make sure that a photograph of the total work (including all its parts) is submitted as part of the registration process.

**Should I sign my portrait?**

Paintings will be judged anonymously so should not be signed on the front. The judges may reject a work if they decide that this rule has been compromised.

**What media can I use?**

The work entered must be predominantly painted in oil, tempera or acrylic on canvas or board. No watercolours, pastels or works on paper will be considered.

**Can I submit a portrait painted in mixed media?**

Yes, as long as the work is predominantly painted in oil, tempera or acrylic.

**Does the portrait have to be from life?**

Yes, we request that your painting is based on a sitting or study from life. We understand that you may need to work from photographs for assistance but the primary source should be from life.

## **TIMINGS**

### **What are the dates for the first round of entry?**

The closing date for registering for the competition is 23.59 on **Tuesday 2 February 2016**. No entries can be submitted after this date.

### **What are the dates for delivery of artwork selected for the second round?**

Your work will need to be delivered between Monday 14 and Friday 18 March 2016. Full details of the location and timings will be provided by the Gallery.

### **When do I collect my shortlisted work if it is not chosen for the exhibition?**

Artists not selected for the exhibition will need to arrange for their work to be collected from the judging venue between Monday 4 and Friday 8 April 2016.

### **When can I collect my work if it is selected for the exhibition?**

The Gallery will contact the selected artists directly about collecting their work. Following the run at the National Portrait Gallery the exhibition will tour to at least two venues in the UK and it is not possible to confirm dates for these at this stage.

### **What will happen to my work if I don't collect it? Will I have to pay a storage charge?**

Any paintings uncollected after Friday 8 April 2016 will be stored at a separate location for one month and the artist will be charged a storage fee. In order to release works from storage all charges must be paid in full and the artist must give 72 working hours notice prior to collection. The Gallery will not arrange courier collections or post works on behalf of the artist. The Gallery reserves the right to dispose of or destroy any work not collected after one month of the latest date for collection of un-exhibited works or exhibited works, without prior notice.

### **When does the exhibition open?**

The exhibition will run at the National Portrait Gallery from 23 June to 4 September 2016.

Information correct as of 19 January 2016

For all further enquiries please contact:

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020 7321 6699  
[bpaward@npg.org.uk](mailto:bpaward@npg.org.uk)

Office hours are 9.00 – 17.00, Monday – Friday.