

Welcome to the CDS online submission platform. Please take a few minutes to read the information below. There are three sections;

- Key Dates
- Zealous Online Submission Guidelines
- New Candidate Guidelines.

This provides all the reference material in one place to help you complete your submission. *Note: A copy of these guidelines is also attached to the call for entries email for you to print out if needed.*

## Key Dates

**Call for entries closes:** Friday 28th March 2025 11.59pm

**Hand-In:** Wednesday 23rd April 2025 9.30am - 11.30am (Cottenham Village Hall)

**Selection Results:** Wednesday 23rd April 2025 2.45pm - 3.30pm (Text message)

**Private View:** Friday 25th April 2025 (Society Friends Preview 4.30pm - 5.30pm) Private View (5.30pm - 8pm)

**Public Exhibition:** Saturday 26th April - Saturday 3rd May 2025 10am - 4pm

**Collection of Unsold Work:** Tuesday 6th May 2025 1pm - 4.30pm (Cottenham Village Hall)

## Zealous Online Submission Guidelines

These are the steps to follow when making your submission:

- 1) The first page you see is the exhibition page (the submission tool uses the term Opportunities to mean exhibitions in our case).
  - a) Click the Apply button to start the process. The Register/Log in pop up window will appear.
  - b) If you have previously used Zealous for other exhibitions you will already have registered, so click on "Log in" and enter your security data. If you are using Zealous for the first time, please register your account and continue.
2. **Guidelines** page (this page)
  - a) Read the Guidelines (including the New Candidate Guidelines) and click the confirmation box at the bottom and click "Next".
3. **Submission** page

*Note: The uploaded images of your work may be used for publicity, but only with your prior permission (in the application form). Only works that have been selected may be used for publicity.*

  - a) Ignore "Upload existing work" button. Scroll down and Click "Upload Images".
  - b) Upload your first image of your framed work(s) you are entering (each image to show your work unframed). The image must be in jpeg or png format. Please make sure your image shows your work in the correct orientation, then:
    - i) Replace the image filename with the title of the work (do not include your name)
    - ii) Enter Medium
    - iii) Price
    - iv) Dimensions of work (unframed). Depth only needs to be entered for sculpture.
    - v) Click "Done"
    - vi) Repeat step 3 for each of your images.

vii) When all complete, tick the confirmation boxes at the bottom of the page and click "Next".

*Note: The information you enter in step 3 above will be visible to the selection panel.*

#### 4. **Application** page (Submission form)

- a) Complete all the fields as necessary. The fields marked with a red Asterisk are mandatory. Please enter your framed works in the same order that you uploaded your images on the submission page.
- b) When you are happy all data entry is complete, click "Submit".

*Note: From step 3 above you will have the option to save your submission as a draft, and can return to edit and complete it at any time before the call for entries closes.*

### **New Candidate Guidelines**

#### **Submission:**

Only artists living within a 30-mile radius of Cambridge are entitled to submit works.

Works must not have been exhibited previously in the Cambridge area (30 mile radius). This includes work exhibited in your own Open Studios.

Candidates with pictures must submit four works accomplished in the last three years. Sculptors may submit four works, done within the last three years or a minimum of two such works supported by photographs and/or working drawings or maquettes of other work.

Acceptable original artworks may include: Drawings, Paintings (in any medium), Prints (including etched solar plates), Ceramics and Sculpture. All work must be original.

Unacceptable artworks include: Domestic pottery, photographic reproductions (giclée) or technology-generated digital prints.

Works which are identifiable as copies of other artists work will not be accepted under any circumstances.

Candidates are advised to submit works that demonstrate their particular strength. If a Candidate is selected for membership each work will then be re-assessed for inclusion in the exhibition. Up to a maximum of four works may be accepted on the first occasion.

#### **Submission Deadline:**

Your submission must be completed by no later than 11.59pm on Friday 28th March. After this time it will not be possible to enter submissions.

#### **Submission Fee:**

A non-refundable fee of £20 per person is payable when sending your submission form. This fee covers your four works.

Fees may be paid by BACS transfer (preferred) - Account Name: **Cambridge Drawing Society**, Sort Code: **60-04-23**, Account No: **2418 3032**, Reference: **Your surname**. Alternatively, cheques payable to Cambridge Drawing Society can be posted to:

Brian Holley  
Honorary Treasurer CDS  
20, Leys Avenue  
Cambridge

The Society will retain a commission of 33% on all sales.

**Framing Guidance:**

All submitted works will be subject to quality checks during selection. Poorly framed works, or those unfit/unsafe for purpose will be rejected, resulting in the artist being withdrawn from selection.

[Examples of expected framing quality](#)

All pictures must be well framed including works painted on wooden panels. The only exceptions will be 'deep edge' canvases and boards with a minimum depth of 36mm, which must be painted on the sides. Deep canvases must be stapled on the back, not on the sides.

All pictures to be neatly fitted with D-rings and picture wire / cord ready for hanging. Please note that screw eyes will not be accepted.

All pictures must be glazed and completely sealed on the reverse of the frame to prevent ingress of dirt and insects. Accepted glazing materials are standard picture glass, high quality transparent non-reflective glass (e.g. Artglass) and high-quality acrylic (e.g. Clarity Plus Perspex). Glazing is not required for oil paintings, paintings on canvas or board and egg tempera on board.

Metal frames are acceptable.

Clip frames and plastic frames will not be accepted. Brightly coloured mounts may not be accepted.

Sculpture and ceramics: Sculptors and ceramicists are requested to provide their own plinths or appropriate supports for their works.

**Labelling of work:**

All the information in your Zealous submission needs to be replicated for each framed exhibit on two large labels. One label should be stuck firmly to the back of each work and the second label attached to the hanging cord of your work on a tie that allows the label to hang at least half-way down the front of the work. Please ensure the information on your labels is identical to the information provided in your submission application. In instances where the information in the submission form differs from the label, we reserve the right to correct the label, to ensure consistency of the title and price of the artwork.

[Example of completed work label](#)

[Blank CDS branded work labels to download and print](#)

**Handing in works:**

All work must be delivered to Cottenham Village Hall, Lambs Lane, Cottenham. CB24 8TA on Wednesday 23rd April 2025, between 9.30am – 11.30am. No work will be accepted after 11.30pm. Facilities will be available to unpack your work prior to handing-in.

**Packaging works:**

Any suitable packaging material may be used. You will be asked to unwrap your works at hand-in and take all materials away with you.

Exemptions (Cottenham) – Deep edge canvas works and sculptures should be wrapped individually.

**Selection results:**

Selection takes place on Wednesday 23rd April. The selection result will be sent to you by text immediately after the selection process has been completed for all new candidates. This will be between 2.45pm – 3.30pm.

Here is a summary of the guidelines given to the Selection Panel (for your information):

- All Works must be technically of high standard. Candidates must demonstrate a consistent standard of work. Irrespective of their best works, a candidate who submits any work considered to be less than adequate in standard will be rejected.
- The avant-garde and experimental is welcome provided the experiment is clearly successful and not merely a work showing potential.
- Poorly framed works will be rejected.
- Selectors will not be influenced by their own personal prejudices, likes and dislikes.
- No exact copies of another artist's work and no photographic or digital reproductions will be accepted.
- The Society reserves the right to refuse any work deemed unsuitable for any reason and the President's decision will be final.

**Works selected for the exhibition:**

- Works selected for the exhibition will be packed in Stiffy bags by the CDS team and transported to the Pitt building in readiness for hanging.
- Each successful candidate will be invited to become a Member and will be required to pay the annual subscription of £35.00. If the candidate is already a paid-up Friend of the Society, on being elected as a new Member, he/she will pay the difference to bring the subscription up to £35.00. All Cheques should be made payable to 'Cambridge Drawing Society' and sent to; Brian Holley, CDS Honorary Treasurer, 20, Leys Avenue, Cambridge CB4 2AW, or paid by BACS using the details provided in the New Candidate guidelines.
- New Members will be expected to play an active part in the organization and running of the Society, at Committee level, if invited.

**Collection of works:**

- Non-Selected works - Please return to Cottenham Village Hall on the selection day between 3.30pm – 5.00pm, to collect your non-selected works.
- Exhibited works – Any selected work that is not sold during the exhibition will be packed by the CDS team and returned to Cottenham Village Hall in readiness for collection. Please arrange to collect your unsold work on Tuesday 6th May between 1.00pm – 4.30pm. A charge of £5 will be made on each uncollected work.

**Insurance:**

It is no longer possible for the Society to insure any works submitted. Exhibitors may wish to investigate their own separate cover (probably as an extension of an existing "All Risks" policy). While every care will be taken, the Society cannot be held responsible for accidental damage or loss.

**Reference Information:****Guidance for obtaining good quality images of your work:**

The Royal Academy makes available some very good guidance on how to take pictures of your works. This guidance is valuable whether you are using a sophisticated camera, compact camera or smartphone.

[How to photograph your artwork - video](#)

[How to photograph your work - document](#)

END