

INFORMATION FOR INTERNATIONAL ARTISTS

While we welcome submissions from Artist based all over the world there are a number things to bear in mind if you choose to submit from abroad. Please read the following information carefully before making your submission.

VAT REGISTRATION

Due to a recent change in the law, all non-UK residents must register for UK VAT and supply the gallery with a UK VAT number before they can sell work in the UK. You can register online for free at <https://www.gov.uk/vat-registration/how-to-register>.

If your work is pre-selected then please complete the registration as soon as possible. We must receive your VAT number or a copy of your email from HMRC indicating the process is underway by Friday 1st of July. **As stated in our Guidelines, all work must be for sale, therefore, failure to supply a valid UK VAT number will lead to the rejection of work.** Please note, it can take up to four weeks for the application to be processed so it is important to register as soon as you are pre-selected.

Further information on UK VAT registration and non-established taxable persons (NETPs) can be found at <https://www.gov.uk/government/collections/vat-notice-numerical-order> under the section 'VAT Notice 700/1: should I be registered for VAT?'

If you have any questions about VAT please contact their helpline on 0300 200 3700 (UK) or +44 2920 501 261 (abroad). The RSA is unable to provide any support in this process.

DELIVERY & COLLECTION

If you are unable to hand in your pre-selected work(s) in person then you may ship them to our appointed courier, Stuart Horsburgh, who will deliver them to the RSA on the official collection days. Please email Stuart directly on vangogo2@gmail.com to discuss costs and to organise.

Friends or other couriers may also deliver work on your behalf but they must deliver/collect on the official collection days and adhere to all the specifications listed in our **Regulations**.

It is your responsibility to organise and pay for all shipping, declare the artwork on your international postage customs declaration form and pay any customs costs your country may impose; this also applies to the return shipping of your work. The RSA and Stuart Horsburgh will not be responsible for any damage sustained to work while in transit but the RSA will carry out a condition check upon its arrival and inform you of any issues.

LABELS

International artists will be emailed RSA labels to print out and attach to each work. Please complete the labels in full and attach securely. If you do not receive your labels in time for shipping please attach your own label that clearly states the following; **Artist Name, Artist Contact, Title, Medium, Price.**