

RSA OPEN EXHIBITION

REGULATIONS (Architecture) NON-MEMBERS 2017

Online Registration Deadline	Friday 24 February 2017 @ 5pm
Pre-Selection announced	Friday 3 March 2017
Hand-in of works	Saturday 18 & Sunday 19 March 2017, 10am - 4.30pm
Final Selection announced	Wednesday 22 March 2017
Collection of unselected works	Friday 24 & Saturday 25 March 2017, 10am - 4.10pm
Opening reception	Friday 31 March 2017, 8 - 10pm
Exhibition closes	Sunday 7 May 2017
Collect unsold work	Friday 12 & Saturday 13 May 2017, 10am - 4.30pm

ONLINE REGISTRATION

Architects must register and submit their work online at www.royalscottishacademy.oess.uk

Applications must be completed and confirmed before the deadline of **5pm on Friday 24 February**. You will not be able to make changes to your online submission after this date. Please remember your log in details!

You can submit up to FOUR images per work. Please ensure that you include good quality images that will do justice to your work and that adhere to the specifications noted on the website. We recommend JPG files of about 1600 pixels wide and 2MB in size. Video entries should be first published via your own personal YouTube or Vimeo account, during the application process you will be able to upload stills and provide a URL link to the video on YouTube or Vimeo

An Entry Fee (inclusive of VAT) is required for each work: **Students £6 per work / Architects £25 per work or £48 for two works**. Payment can be made online with a Paypal Account or by credit/debit card. Submissions will not be accepted without payment and refunds will not be offered for works not selected or handed in.

In line with other exhibiting societies please note there will also be a **£10 administration fee per work** for any works hung in the exhibition payable on the Hand-in days. Any works not included in the final selection will be refunded this admin fee.

NUMBER OF WORKS

Architects may submit **TWO** works in total

- **2D work – maximum dimensions 130cm x 130cm**
- **3D work – maximum dimensions 130cm³ (excluding plinth)**

2D work/drawings/photography:

Work may be submitted in any suitable medium. Drawings which are submitted may be preliminary sketches, or other details which illuminate the development of the project. Submissions in the form of photographs should be associated with explanatory drawings of the scheme (not necessarily on the same panel). Should a scheme be illustrated on more than one panel it can be recorded as a single submission but all parts combined must NOT exceed the size limit (130cm x 130cm). Titles and headings on works should be discreet. The name of the Architect/Company responsible must appear on the face of the work. All 2D works must be framed. Any framing and any glazing must comply with the regulations.

3D work/models:

The submission of models is encouraged, within the maximum dimensions of 130cm³ (excluding plinth).

Plinth bases **MUST** be supplied by the architect and brought along with the Pre-Selected model on the hand-in days. The preferred base height for plinths is 110cm and all plinths must be painted white in colour.

Covers: Models can be covered OR left uncovered.

3D Animations are also accepted as a submission. All AV equipment and plinths must be supplied.

All works submitted for exhibition are considered by the Committee of Arrangements of the Royal Scottish Academy whose decision to accept or reject is final. The decisions of installation will be made by the Conveners and no correspondence will be entered into.

PRE-SELECTION & HAND-IN

Works for the exhibition will be pre-selected online by the RSA Hanging and Selection Committee in advance of the hand-in day so it is important to provide good quality images and accompanying specifications.

Pre-selection results: Friday 3 March 2017. Please log into your account to see if your work has been pre-selected for the exhibition by the RSA Hanging and Selection Committee. In line with other exhibiting societies please note there will now be a £10 administration fee for each work hung in the exhibition, payable on Hand-in days. Any works not included in the final

selection will be refunded this admin fee.

Hand in for pre-selected work: Saturday 18 & Sunday 19 March 2017, 10am - 4.30pm. Pre-selected works must be delivered to the South Door of the Royal Scottish Academy, Edinburgh (facing the Scottish National Gallery on the Mound). Architects are not allowed to hand in different or substitute works to those that have been pre-selected. All works must be unwrapped and all packing must be removed from the Academy. An area will be available in the gallery to unpack works. Work cannot be received out with the stated hours. All works must have labels attached (see below for more details)

Final selection notification: Wednesday 22 March. Architects must log into their account to confirm whether or not their work is in the exhibition. If your work is not selected for the exhibition, please arrange for the uplift of your works on Friday 24 & Saturday 25 March 2017, 10am – 4.10pm.

Labels: Labels will be posted out to pre-selected architects and will also be available at the RSA on Hand-in day. Every work submitted **MUST** be accompanied by an RSA Label. Labels must be **SECURELY** attached to each work with string which is gaffer taped or stapled to the back/frame. Each label is in three sections, A, B and ARTIST RECEIPT, all of which must be clearly completed in BLOCK CAPITALS. A permanent label or other identification must also be affixed to the back of each work and, if possible, to each piece of sculpture, giving the artist's name, title of work and price. Failure to comply with these requirements in full can lead to rejection of the work.

COLLECTION OF WORK

Pre-selected work not hung in the exhibition: Friday 24 & Saturday 25 March 2017, 10am – 4.10pm.

Unsold work after the exhibition closes: Friday 12 & Saturday 13 May, 10-4.30pm.

No work, once placed, can be removed until the close of the Exhibition without a special order from the Council. We do not have any storage at the RSA so the artist must have their work uplifted on the dates given. Any works not collected will incur a storage fee to be paid by the architect. After 2 weeks the work will become property of the RSA and may subsequently be disposed of. By completing the online registration process, the architect accepts this condition as a binding agreement whereby ownership of the uncollected works is relinquished by him/her and transferred absolutely to the RSA.

FRAMING

Frames must have no hanging mechanisms attached. All works will be mirror plated by the RSA hanging team. Unusual works must have instructions for hanging and any specialist fittings that their weight or particular materials require. Work in inadequate or unusual frames, or of unusual shapes, may be rejected. Please note that clip frames will not be accepted.

SALE OF WORK

Works may be available for sale. All sales made from the exhibition are subject to 40% commission + VAT (charged on the amount of commission only). The price of work shown on the Entry Form and Labels is the total price payable by the purchaser. Architects registered for VAT must enter their VAT number on the Entry Form. Where editions of work (sculptural casts, prints, etc.) are available for sale, architects are asked to enter the appropriate information (edition number, number available for sale and framed or unframed).

Any private sale of the work (including editions) must immediately be intimated to the Sales Agent, otherwise a sale made through the RSA shall have precedence. No editions of works should be sent by the artist to a purchaser until the RSA has confirmed that the price has been paid in full. In addition, any private sale made out with, but as a direct result of, the exhibition should also be acknowledged, whereupon the relevant commission will be charged.

Print Editions: If there are further works from an edition available, please note the framed and unframed prices and number available on your Entry Form. The architect will have to arrange for the framing and delivery of any additional framed prints sold (the RSA will not charge commission on the framing premium).

COPYRIGHT

Under the Copyright, Designs and Patents Act 1988 it is the general rule that in the absence of any agreement to the contrary, copyright of a work of art belongs to the artist or his/her heirs and assigns. By submitting work, unless contacted by the artist in writing to say otherwise, the artist grants the RSA permission to photograph and/or film the submitted works for press and marketing purposes, including the right to free reproduction for any catalogue, poster, website or other non-commercial promotional material in connection with the exhibition.

CARE OF WORKS

While all reasonable care is taken at all times, works are submitted at the architect's risk. The RSA shall not be responsible for any loss or damage however caused, either during or awaiting transit to and from the exhibition or during any period of storage, installation, packing or unpacking or period in which the work may be in the care of the RSA. **Architects are advised to arrange proper and adequate insurance cover against these risks.**

By completing the online registration process for the RSA Open Exhibition, you acknowledge that you have read, understood and accept the terms & conditions laid out in these regulations.