RSA 201st Annual Exhibition

OPEN ART 2027
FAQs

SUBMISSIONS AND ARTWORK

How many works can I submit?
- Artists may submit up to TWO works of any size.

Is there a size restriction?
- No, there are no size restrictions.

How much does it cost to enter?
- Submission is £20 per work / £10 for students, recent graduates (2 years post-graduation) and under 26s. This fee is to cover administration and exhibition costs. Payment is made online during the application process by debit or credit card, facilitated by Stripe.
- There is also a £10 hanging fee for each work installed in the exhibition, payable online via Stripe on notification of pre-selection or in cash on the hand-in days. The hanging fee for any works not included in the final hang will be refunded upon artwork collection.
- Submissions cannot be accepted without payment and refunds cannot be offered for applications not completed in full by the online submission deadline or for works which are not selected or not delivered at the stated times.
- **Please read the guidelines in full and be sure you wish to complete the application before paying to enter as refunds are not available if you change your mind. It is possible to pay to enter one work and add a second later.**

How do I enter?
- Artists must register and submit work online at royalscottishacademy.oess1.uk
- Artists should submit through the **Open Art** section and architects should submit through the Open Architecture section. **Please make sure you are submitting to the correct application before making your payment!**

Do I still have to register if I have submitted in previous years?
- If you have entered our Annual Exhibition in the last few years, or that of another organisation which also uses OESS, you will use the same login details as before.
- If you entered prior to 2017 or have never entered before you will need to set up a new account.

I can't remember my password.
- Click on 'Forgot your Password?' in the artist login area, enter your email address and click 'Email me my reset link'.
- Remember to check your junk mail for the reply.

Do I have to be Scottish / based in Scotland to submit?
- No you do not have to be Scottish or based in Scotland to take part, we welcome entries from anywhere in the world.
- It is very important to remember that all regulations still apply and must be adhered to regardless of where you are based. If you are based outside the UK please read the **Regulations** and **Information for International Exhibitors** in full before deciding to enter. These can be found by clicking the link on our webpage.

Why am I asked to answer questions such as - was I born in Scotland, am I currently a student at a Scottish Art School etc. - in the application process?

- The Annual Exhibition has a number of awards for exhibiting artists, each with different eligibility criteria. These questions are used to help us to know if you are eligible for certain awards. There are many awards with more open criteria that everyone will be eligible for so don't be concerned if you answer 'no' to all of these.
- A full list of awards can be found on our website alongside these FAQs and the Regulations.
- Answers to these questions have no bearing on the selection of artwork for the exhibition.

Am I classed as a student/recent graduate/under 26?

- To enter as a student, you must still be a registered student by the submission deadline of 19 February 2027.
- To enter as a recent graduate you must have been a registered student within **two years** of the deadline of 19 February 2027.
- To be eligible for the under 26 discount you must be aged 25 or under on the date of the submission deadline of 19 February 2027.
- If submitting as a concession you will be asked to show valid ID to confirm student status and/or age if invited to deliver pre-selected work.

Can I submit as a collaboration?

- Yes collaborative applications are welcome, however, please note that an artist may submit a maximum of two works in total (i.e. you may not submit two collaborative works plus further work as an individual artist).
- For collaborative applications, one artist should take the lead in completing the details required in the online application, filling in the collaborator's details in the field provided.

Can I submit on behalf of someone else?

- You may assist someone in completing their application with that person's full permission if they require support or do not have an email address.
- Applications cannot be made on behalf of deceased artists or without the full permission of the artist whose work is being submitted.

Can I submit old work or work previously exhibited at the RSA?

- Work should have been completed within the last 8 years and should not have been exhibited previously in an RSA exhibition or in any other exhibition held in the RSA building. It is acceptable for the work to have been exhibited previously at a different location.

Can I submit a diptych / multi-part work as one entry?

- Yes multi-part works can be submitted as one entry. This includes a diptych, triptych etc.
- The main/first image on your application should show the full work as it will be exhibited. The further images can be used to show details.
- The dimensions given in the application should be the total dimensions of the full work as it will be presented.
- If pre-selected and invited to deliver to the RSA, all separate parts must be labelled clearly (e.g. 1 of 2, 2 of 2) and indicate the hanging order. If relevant, a diagram should be included with the work on delivery.

Can I submit work to be exhibited online only?

- Yes, there is the opportunity to submit work as a solely online presentation by selecting YES to 'My work is solely an online presentation' during the application process. These works will only be considered for online selection and this can open up an opportunity for more experimental practices, for example documentation of site-specific work or extended digital video content.

What type of artwork can be submitted?

- Work is accepted in any fine art medium. This includes, but is not limited to painting, drawing, printmaking, sculpture, photography, installation, performance, moving image, audio and digital artwork.

Can work involving the use of artificial intelligence (AI) be submitted?

- If your involves the use of using artificial intelligence (AI), then it must be clearly stated in the medium section of your submission. Failure to declare use of AI will result in the submission being rejected.

Are there any restrictions to the type of work which can be submitted?

- Works will not be accepted if they are deemed to be a danger to public safety; contain wet or oily substances which may cause damage to the building and other artwork; contain chemicals or materials that may cause harm to the public; are considered to be a fire risk or are deemed unacceptable for any other safety reason.
- Any works deemed a risk to the public, staff, building or other work on display at any stage during the exhibition may be immediately removed from display.
- It is not possible to screw into or attach anything directly to the floors or ceilings in the galleries. Any free-standing work must be stable on its own.

Can I submit a print of an original painting?

- No. While we welcome original prints (linocut, etching, screenprint, lithography, etc.) digital reproductions of original paintings or drawings are not accepted.
- Digital/giclée prints of original photography and original digital compositions are accepted.

How do I add edition and sale details for original prints?

- If submitting an original print or other multi-editioned work please fill the edition number, edition total and the number available for sale in the sections provided.
- When inputting your sale price you must also add the unframed price of the print in the section provided.

How many images of each work can I submit?

- You are required to submit ONE image of each work; however, you can upload an additional three images to show different angles and details if you feel this is necessary.
- Please ensure that you use good quality images which do justice to your work and that adhere to the specifications noted on the submission website.

Does my submission photograph need to include the frame?

- No the frame does not need to be included in the submission image, though it the work is already framed it can be useful to include the frame in one of the additional images.

What is the best way to photograph my work?

- Some tips for photographing artwork:
  - » Place your work against a wall or easel with a clear, neutral background. Smaller works can be laid flat and photographed from above.
  - » Avoid harsh lighting. Try to get a soft, even light over the whole image with no shadows or reflections.
  - » If possible photograph your work before glazing to avoid glass reflections.
  - » Keep your camera steady to ensure the image is sharp. A tripod can be useful if you have one. Using a self-timer or remote shutter can help eliminate potential shake caused by pressing the shutter button.
  - » Point your lens directly at the centre of your work, tilting your camera to compensate if your work is leaning at an angle. If your camera has a grid function this may help to get the correct angle.
  - » With phones and tablets it is best to avoid using the zoom as this reduces the quality. Try to move your own position instead so there is as little background around the artwork as possible.
  - » Take a number of photos and keep checking to improve your position and sharpness.
  - » With sculptural work, play around with different angles to make sure you get a selection which shows all aspects of your work.

» Improve photos by cropping and editing. There are many free photo editing programmes and apps. You may want to increase the contrast and brighten a little but make sure not to over edit.

What file type and size should my image be?

- Images should be Jpeg/JPG or PNG files.
- Images should ideally 300 dpi and over 1MB but not exceeding 15MB.

My image won't upload

- Check image is a Jpeg/JPG or PNG file type - other file types may not upload.
- Check file size does not exceed 15MB - the time it takes for images to upload may vary depending on your browser settings and internet speed, so please be patient and resize your image if necessary.

Should my dimensions include framing?

- Yes, when completing dimensions please include the full outer frame size that the artwork will take up once installed. Dimensions should be given in centimetres.

Can I edit my application?

- Yes, you can log back into your account and edit your application and personal details as often as you wish until you have either 'confirmed' the application or the deadline has passed. Please note that even if you have clicked 'Confirm my application', there is the option to 'Unconfirm my application' and make amendments until the submission deadline.
- After the submission deadline has passed applications cannot be edited and no refunds can be given for incomplete applications.

How do I submit a moving image/audio work?

- Moving image/audio works cannot be uploaded directly to the application site. You should upload your work onto another site such as Vimeo or YouTube and enter the URL in the relevant section in the Artwork Details. If your work is password protected please include the password in the field provided.
- A still image must also be uploaded in order to complete the application.

How will moving image work be exhibited?

- As standard, selected film work will be shown in a repeating showreel with other film works using the RSA's own projector and speakers.
- If your film work is intended to be shown separately on a TV monitor, or is not able to be displayed on the showreel for a specific reason, you must supply any necessary A/V equipment with your film on delivery. Set up and running instructions must also be supplied and all equipment must be PAT tested.
- Film submissions may be no longer than 15 minutes. Longer films may be submitted as online only applications.

ARTWORK SALES

Does the work have to be for sale?

- **All work must be for sale.** Exceptions may be made for installations and moving image work, however a price must be added to complete the submission process. If you do not wish to sell an installation or moving image work please add a price to submit your application and contact us if the work is pre-selected to discuss further.
- Please consider your sale price carefully during application **as the sale price cannot be changed.**

Does the RSA take commission on sales?

- Yes, all sales are subject to a commission of 40% + VAT (charged on the amount of commission only) for non VAT-registered artists. Artists registered for VAT must enter their VAT number on the online submission form and sales will then be subject to a commission of 40% including VAT.

- The price of work you provide on your submission is the total price payable by the purchaser, we will not add on the commission for you.
- The RSA is a independent charity and receives no core government funding. Funds from open applications and commission directly support the running of the exhibition, our extensive artist opportunities programme and the maintenance of our Collection. We would like to thank all participating artists for their support.

Do I need to register for a VAT?

- If you live in the UK, you don't need to register for a VAT number unless your earnings exceed the threshold as outlined by HM Revenue & Customs (www.gov.uk/business-tax/vat).
- If you live outside of the UK, you will be required to supply a VAT number. Please view **Information for International Exhibitors** in full before deciding to enter. These can be found by clicking the link on our webpage.

How do I price my work?

- You should decide what you want to receive from the sale once our commission of 40% plus VAT is taken into consideration (see above about VAT).
- If your work is an editioned print, you should also factor in the cost of postage and packaging of unframed prints and the cost of framing the work intended for display. There are separate fields on the entry form for the prices of the framed and unframed prints.

Can I change the price of my submitted artwork?

- No, once you have submitted your artwork you cannot change the price.

How are sales administrated?

- The RSA will deal with all aspects of the sale administration, including taking payment and arranging collection or shipping, and will contact you if further information is required.
- The RSA reserves the right to place work on temporary reserve for a buyer.
- In line with GDPR regulations it is not possible for us to share buyers' contact details.

How will I receive payment for my sale?

- The RSA sales team will notify you of any sales before the close of the exhibition and will request bank details. Payment will be made by BACS. We aim to make payment within one month of the close of the exhibition.

PRE-SELECTION

How do I find out if my work is pre-selected?

- Log back into the submission site from midday on 19 March to see if your work has been pre-selected.
- Please note, you will not be emailed directly, it is your responsibility to log in and check on this date.
- If you have submitted more than one work please check the thumbnails at the bottom of the notification message to check if only one or both of your works have been pre-selected.

If I am pre-selected, will my work be shown online?

- Yes, all work that is pre-selected will automatically be included in our online exhibition and be available to purchase, though it may not be included in the physical hang. There will be a final selection when the work is delivered to the RSA to decide which works will be included in the physical show.

If my work is pre-selected but not included in the final selection, do I still need to collect it from the gallery?

- Pre-selected work which is not in the final hang should be collected at the end of the exhibition (see key dates in regulations). Work will be stored in the gallery until the end of the exhibition and if sold online during this time will be collected by the buyer.
- There may be some exceptions to this if work is particularly large or fragile, in which case we will get in touch and request earlier collection.

How do I pay my £10 hanging fee?

- If your work is pre-selected, you will be sent a link to pay your £10 per work hanging fee online via Stripe. You can also choose to pay your hanging fee in cash when delivering your work.
- If your work is not included in the final hang your £10 will be refunded. If paid in cash your refund will be returned on collection of your work and if paid online this will be refunded within two weeks of the exhibition opening.

How do I get my artwork labels?

- If your work is pre-selected, artwork labels will be posted out to the address you have registered with on your online application in early April 2027.
- Spare labels will be available from staff on the hand-in day should you need them.

How do I fill out and attach my artwork labels?

- The artwork label has three parts that should be completed in full - Part A, Part B and Artist Receipt.
- On delivery of the work, the Artist Receipt section will be removed by staff and returned to you as a record of your delivery. If delivering by courier you may remove this part yourself.
- Please do not separate Parts A and B.
- The label should be securely attached to each work with string which is taped or stapled to the back of the work. The string should be long enough for the label to hang over the front of the work. For sculptures or unusually shaped works please affix the label in the most convenient way possible. For a multipart work, you will only need one label to be attached to one part of the work, however, we ask that all parts are labelled in some way to ensure they do not get separated. Labels are for cataloguing and identification purposes and will be hidden or removed before opening to the public.

Do I have to deliver the work to the gallery myself?

- No, if your work is pre-selected and you are invited to bring it to the gallery you may ask a friend or courier to deliver on your behalf. Please note that, as stated in the regulations, works must have labels attached and all packaging removed before handing over to RSA staff; these conditions must be fulfilled by whoever delivers your work. If a courier is unable to unwrap your work please contact us to inform us of this in advance. Due to staff time and a short install period we can only offer to unwrap a limited number of works.
- Remember you will be required to pay a £10 hanging fee in cash when delivering, or online via Stripe, so please make sure whoever is delivering for you is aware of this or contact us about it in advance.

Can I hand in an alternative work to the one pre-selected?

- No, only pre-selected work can be handed into the gallery, no substitutions can be made.

Do I have to supply mirror plates / hanging mechanisms?

- The RSA will supply and fit mirror plates as a matter of course to all 2D work. We also have other basic hooks and fixings we may use if deemed more appropriate for the work by our install team.
- Please ensure that no hanging mechanisms are attached to the back of the work when handing in, unless integral to the work, as this could cause damage to your work and others during install.
- If your work has an unusual or specific hanging method then please discuss this with staff at hand-in or email us when pre-selected. In this case you may be required to supply the hanging mechanisms along with your work.

Do I need to provide my own A/V equipment?

- Moving image work that is included in the final selection will be displayed as part of a showreel in one of the lower galleries and the projector and speakers for this will be supplied by the RSA.
- If your moving image work is intended to be shown on a TV monitor, or is not appropriate to be displayed as part of the showreel for a specific reason, you must supply the necessary A/V equipment at hand in. Set up and running instructions must also be supplied and **all equipment must be PAT tested.**

Do I need to deliver my film work if it is to be part of the showreel?

- If your film work is pre-selected for inclusion on the showreel you do not need to physically deliver the file. The file can be transferred to us directly, though please note it must be with us by the hand in days.

Do I need to provide my own plinth/shelf etc.?

- Yes – all plinths/shelves for sculptures must be supplied with the work on the hand in days or the work will be rejected. Plinths must be stable and an appropriate size for the work. The RSA reserves the right to paint plinths unless expressly prohibited by the artists. All plinths must be labelled with the artist's name on the underside.
- Plinths whose stability, materials or method of construction could present a hazard to the viewing public may be rejected on these grounds.

Can you recommend couriers?

- The RSA is not affiliated with any couriers listed below and cannot confirm their availability. Many other couriers are available.
    - » Van GoGo2: vangogo2@gmail.com (Edinburgh, Glasgow, the Borders)
    - » Paul Gilzean: pggilzean@btinternet.com (Aberdeenshire, Dundee, Fife)
    - » McAdie and Reeve: mcadie-and-reeve.co.uk (Orkney)
    - » Irish Art Services: irishartservices.com (Ireland)
    - » Aardvark Art Services: aardvarkartservices.com (UK wide)
    - » Art Cargo: artcargo.co.uk (UK wide)
    - » Clockwork Artlink: clockworkremovals.co.uk/artlink (UK wide)
    - » ThePackengers: thepackengers.com (UK wide)
    - » Pack & Send: packsend.co.uk (UK wide)Art Cargo: artcargo.co.uk, +44 (0)75 88 48 43 64 (UK)
    - » Picture Post - picture-post.webnode.com, info@picturepostcompany.co.uk (UK)
    - » Central Link Couriers - central-linkcouriers.co.uk (UK, Europe)

I can't deliver/collect my work on the required days/times.

- If you cannot deliver in person please arrange for a friend or courier (see above) to deliver for you. We have a very short time to install the exhibition and late work cannot be included.
- If you cannot collect in time please contact us about this as early as possible. While we want to be as helpful as possible, we simply do not have the storage space to safely retain work, particularly large works, for longer than the stated times.
- As noted in the Regulations, which the artist agrees to by completing the online application, works not collected on time may incur a storage charge and the RSA reserves the right to dispose of any work after two weeks.
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ONLINE EXHIBITION

- If pre-selected, you will automatically be included in the online exhibition.
- In the week after pre-selection notification, you will be emailed by exhibitions@royalscottishacademy.org with further information about pre-selection and the online exhibition.

- All images and information submitted in your application will be used for the online exhibition, however you will be given the option to send additional or higher resolution images.
- You will be given the opportunity (not compulsory) to email a short artist statement or description of the work to be included online. This text should not exceed 200 words and cannot contain clickable links as these will not function on our website. This text will not be included in the gallery and must be sent by the date requested in the email.
- Please be understanding that we are a very small team and will receive a lot of emails at this time. It may take us a while to reply and we may not have time to respond to confirm information has been received.

PRIVATE VIEW AND EVENTS

- A Private View will be held on the evening of Friday 14 May (exact time TBC). All pre-selected artists will receive a plus one invite link upon pre-selection, not just the artists selected for the final hang, and you will be required to RSVP online in order to attend.
- The number of guests wanting to come to this event far exceeds our building capacity so we regret it is likely not everyone will be able to RSVP/attend. Invites are strictly plus one only and no additional guests can be accommodated.
- The exhibition will be open free of charge from 10am Saturday 15 May.
- Further exhibition events may be organised and you may be contacted about the opportunity to be involved in these.

If you cannot find the answer to your question here or in the Regulations please email exhibitions@royalscottishacademy.org.