

We welcome submissions from artists and architects based anywhere in the world, however there are additional considerations to bear in mind if you choose to submit from abroad. All information in the Regulations must be strictly adhered to. Please read the following information carefully before making your submission.

VAT REGISTRATION

All non-UK residents are classified as NETPs (Non-Established Taxable Persons) and must register with HMRC (HM Revenue + Customs) for a UK VAT number before they can sell work in the UK. Registering for a UK VAT number can be done online at 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 the time of the pre-selection hand in.

As stated in our Regulations, all work should 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 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 HMRC's helpline on 0300 200 3700 (UK) or +44 2920 501 261 (abroad). **The RSA is unable to provide any assistance with this process, all questions should be directed to HMRC.**

DELIVERY & COLLECTION

If you are unable to hand in your pre-selected work(s) in person then you will need to send/ship them to a local courier or acquaintance who can deliver/collect your work(s) on the official collection days and adhere to all the specifications listed in our Regulations. It is the exhibitor's responsibility to source a courier and make arrangements directly with them.

Below is a list of couriers who have delivered to us in the past. Please note - the RSA is not affiliated with any couriers and it is at their discretion if they can assist. Many other courier options are available.

SCOTLAND

- 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)

IRELAND

- Irish Art Services - irishartservices.com - info@irishartservices.com, +353 63 849 51

UK/EUROPE

- Aardvark Art Services - aardvarkartservices.com - info@aardvarkartservices.com - 01253 794 673 (UK)
- 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)
- Fedex - www.fedex.com (worldwide)

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 will not be responsible for any damage sustained to work while in transit and we recommend you take out appropriate insurance.

PACKAGING OF WORKS

The Regulations state that all packaging should be removed from works before handing to RSA staff.

We appreciate this may be difficult to arrange if delivering from abroad. Where possible a courier should be found who can do this on your behalf. If that is not possible please email us in advance of your delivery and we will advise if our staff can do this for you. We will do our best to accommodate this, however we are very time pressured during the install period and it will be dependent on how many requests we receive.

LABELS

International applicants will be emailed RSA labels to print out and attach to each work if pre-selected.

Labels should be completed in full and attach securely to the work.

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 Details, Artwork Title, Medium, Price.**

