

# RSA ARCHITECTURE OPEN EXHIBITION 2012

## Non-Members Regulations

KEY DATES	
Deadline for digital submission	Monday 1 October (all submissions must arrive by this date)
Notification of selected works	Friday 19 October
Receiving Day for selected works only	Saturday 17 November, 10am-4.30pm
Press/Varnishing Day	Thursday 22 November 2-4pm
Opening Reception	Friday 23 November 7-8.30pm
Exhibition Closes	Sunday 16 December
Removal of Works	Tuesday 18 December 10 - 4.30pm

### SUBMISSIONS

Non-member architects may submit **TWO** works in total.

Submissions are invited by digital proposal only and must arrive at the RSA no later than Monday 1 October.

Please send in a maximum of four images to illustrate the works you propose to submit.

[JPEG Images only, preferably 1080 pixels along the longest side. Images must be captioned: Number.Architect Name\_Title\_Year. Caption numbers must correspond with captions on Entry Form. Video formats accepted: .avi/.wmv/.mov/.mpeg/.mpeg2/.mpeg4].

**The proposal should be accompanied by an Entry Form and payment of £6 for each work (maximum two works).**

**Submissions should be sent by email to [opportunities@royalscottishacademy.org](mailto:opportunities@royalscottishacademy.org)**

**Submissions and Payment must be made by Monday 1 October.**

Regulations & Entry Forms can be downloaded from the RSA Architecture Open Exhibition page on our website. Architects are required to complete an Entry Form with their personal details and a list of the work submitted. By signing the Entry Form you acknowledge that you have read, understood and accept the conditions that are laid out in the Regulations. Submissions will not be accepted if the Entry Form is unsigned or incomplete.

Architects may submit **TWO** works in total.

#### Drawings

- Dimension of 2d work: entire work no larger than 120 cm in any direction (outer frame size).
- Framing: Framed drawings would be preferred. Otherwise drawings should be left as unframed panels on kappa/foamex.

#### Models

- The submission of models is encouraged.
- Dimensions of Model: no restrictions on size.
- Dimensions of plinth: Model base height 110cm preferred.
- Plinth base **MUST** be supplied and be **WHITE** in colour.
- Covers: Models can be covered OR left uncovered.

3D Animations are also accepted

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.

### REGISTRATION FEE

A Registration and Handling Fee of **£6.00** (inclusive of VAT) is required for each work. Cheques should be made payable to The Royal Scottish Academy and should be posted to the RSA, The Mound, Edinburgh EH2 2EL before Monday 1<sup>st</sup> October. Alternatively, card payments can be made by arrangement. Please contact 0131 624 6556 to arrange this.

No submissions will be considered without payment in full by Monday 1 October.

### NOTIFICATION OF SELECTED WORKS

Architects will be informed as to whether their submissions have been successfully selected by Friday 19 October 2012. All notifications will be made by email (or phone if you do not have an email account). Please ensure to **CLEARLY PRINT** your details on the entry form and add [opportunities@royalscottishacademy.org](mailto:opportunities@royalscottishacademy.org) to your contacts to prevent it going into your spam folder. Only successful submissions will be invited to be hung. Hanging will take place at the discretion of the Conveners and not all successful works may be hung in the final hang.

## LABELS

Labels will be posted to successful entrants. Labels must be securely attached to each work submitted. 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 component of the model, giving the architect's name, title of work and price (if appropriate). Failure to comply with these requirements in full can lead to the work being omitted from the exhibition. Additional labels can be requested from the RSA Office 0131 624 6110 [info@royal.scottish.academy.org](mailto:info@royal.scottish.academy.org).

## RECEIVING DAY FOR SELECTED WORKS ONLY - Saturday 17 November, 10am - 4.30pm

All works must be delivered to the South Door of the Royal Scottish Academy, Edinburgh (facing the Scottish National Gallery on the Mound) without packing cases. An area will be provided for you to remove any packing. All packing materials must be removed from the Academy. Work will not be received out with the stated hours.

## FRAMING AND GLAZING

Framed and unframed work will be accepted. **Frames must have no hanging mechanisms attached.** The RSA will be responsible for affixing attachments for hanging of the work when exhibited. Work in inadequate or unusual frames or of unusual shapes may be rejected. Please note that clip frames will not be accepted.

## ARCHITECTURE

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 will be recorded as a single submission but this must NOT exceed the size limit. Titles and headings on works should be discreet. The name of the Architect responsible must appear on the face of the work. Any framing and glazing must comply with the regulations above. Plinths for models must be supplied on the receiving day. All plinths must be white.

## 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 & Labels is the total price payable by the purchaser. Architects registered for VAT must enter their VAT number on the Entry Form. Where duplicates/editions of works (prints, etc) are available for sale, architects are asked to enter the appropriate information (number of copies, framed or unframed, etc).

Any private sale of the work (including duplicates/editions) must immediately be intimated to the Sales Agent, otherwise a sale made through the RSA shall have precedence. No duplicates/editions of works should be sent by the architect 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.

## 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 artist'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.**

## REMOVAL OF WORKS

No work, once placed, can be removed until the close of the Exhibition without a special order from the Council. The architect must have their work uplifted on the dates given. Any works left with the RSA after this date will incur a storage fee of £5 per day. If the work has not been collected by 21 December 2012, the fee will be rescinded and the work will become property of the RSA and may subsequently be disposed of. By signing the Entry Form, the artist accepts this condition as a binding agreement whereby ownership of the uncollected works is relinquished by him/her and transferred absolutely to the RSA.

**By signing the accompanying Entry Form and submitting work to the RSA Annual Exhibition, you acknowledge that you have read, understood and accept the terms & conditions laid out in these regulations. Submissions will not be accepted if the Entry Form is unsigned or incomplete.**