

RSA OPEN EXHIBITION 2011 **Non-Members Regulations**

Royal Scottish Academy Open Exhibition of Art & Architecture

KEY DATES

Deadline for Electronic Media	Monday 17 October
Receiving Days	Friday 28 and Saturday 29 October, 10am-4.30pm
Notification of unselected works	Thursday 3 November
Collection of unselected works	Saturday 5 and Sunday 6 November 10am-4.30pm
Press/Varnishing Day	Thursday 10 November 2-4pm
Opening Reception	Friday 11 November 7-8.30pm
Exhibition Closes	Sunday 18 December
Removal of Works	Tuesday 20 December 10-5pm, Wednesday 21 December 1-7pm

NUMBER OF WORKS

Artists and architects may submit **TWO** works no larger than 60 cm in any one direction (outer frame size) in any medium. All works submitted for exhibition are considered by the Council and Committee of Arrangements of the Royal Scottish Academy whose decision to accept or reject is final. No copies of any kind and no works that have already been publicly exhibited in Edinburgh where a charge has been made for admission can be received without the express sanction of the Council. Applied art will not be accepted. No work made from ivory or in any way involving the use of ivory will be accepted.

REGISTRATION FEE

A Registration and Handling Fee of **£6.00** (inclusive of VAT) is required for each work. This payment must be made with the delivery of each work at The Royal Scottish Academy, whether personally or through an Agent. No work will be received without payment.

RECEIVING DAYS

Friday 28 October, 10am - 4.30pm & Saturday 29 October, 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.

LABELS & ENTRY FORMS

Every work submitted must be accompanied by an RSA Label & Entry Form. They can be picked up from the RSA itself, or are available from leading framers and artists' workshops (a full list of which is available on our website). Alternatively, you can also download Artist Regulations and Entry Forms from the website and complete Labels (which are not downloadable) on arrival at the RSA. Please check the Open Exhibition page on our website for further details.

Labels: A Royal Scottish Academy Label must be 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 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.

Entry Forms: In addition to labels, artists are required to complete an Entry Form with their personal details and a list of the work submitted. Entry forms must be delivered to the RSA with the works on the Receiving Days. If the works are to be given to an Agent for delivery, the Entry Form must be handed to the Agent or fixed securely (in an envelope) to one of the works. By signing the Entry Form you acknowledge that you have read, understood and accept the conditions that are laid out in the Artist Regulations. Submissions will not be accepted if the Entry Form is unsigned or incomplete.

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.

SCULPTURE

Works whose stability, materials or method of construction could present a hazard to the viewing public may be rejected on these grounds. Pieces having moving parts or utilising electrical/mechanical elements must comply with health and safety regulations. A composite work must be accompanied by clear instructions for assembly. Plinths for sculptures/AV equipment must be supplied with the work on the receiving day. **The RSA reserves the right to paint plinths unless expressly prohibited by the artists.**

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 must 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. 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. Models should be encased. Plinths for models must be supplied on the receiving day.

ELECTRONIC MEDIA

For the purpose of selection, artists must submit proposals and a show reel excerpt of no longer than 6 minutes in advance of the rest of the receiving days. Proposals must be received by **Monday 17 October** and must be accompanied by entry form, label and registration fee. Selected artists will be contacted before installation and must supply all electronic A/V equipment (and plinths if necessary) for the exhibition unless otherwise stated by the RSA. All equipment must be PAT tested.

SELECTION NOTIFICATION

All notifications will be made by email (or telephone if you do not have an email account). Please ensure to CLEARLY PRINT your details on the entry form and add the following email address to your contacts to prevent it going into your junk folder (exhibitions@royal.scottishacademy.org). Due to the short turnaround of the exhibition, we will endeavour to send out notifications of unselected works on Thursday 3 November, and selected works the day after. In the event your work is not selected, please be sure you or a friend is available to collect the work on the 5 or 6 November.

SALE OF WORK

All works must be 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. Artists registered for VAT must enter their VAT number on the Entry Form. Where duplicates/editions of works (sculpture casts, prints, etc) are available for sale, artists 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 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.

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. **Artists 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 artist 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 13 January 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.

Royal Scottish Academy, The Mound, Edinburgh, EH2 2EL
T: 0131 624 6556 E: exhibitions@royal.scottishacademy.org
www.royal.scottishacademy.org