

RSA OPEN EXHIBITION

REGULATIONS (Architecture) MEMBERS 2014

Online Registration Deadline	Wednesday 1 October 2014 @ 5pm
Hand-in of works	Saturday 22 & Sunday 23 November, 10am - 4.30pm
Opening reception	Friday 28 November
Exhibition closes	Tuesday 20 January 2015
Collect unsold work	Friday 23 & Saturday 24 January 2015, 10am - 4.30pm

PLEASE NOTE - NEW SUBMISSION PROCEDURE

This year the RSA is trialling a new online registration process. This process is used by many arts organisations and will hopefully make it easier for entrants to submit work to the exhibition and greatly reduce the number of works brought into the galleries. There is no selection process for RSA Members, however online registration is required in order to ascertain the number of works which will come from Members and, in turn, to assist with the selection of Non-Members work.

ONLINE REGISTRATION

Members will need to register and complete the online application process at www.regroyalscottishacademy.org. Applications must be submitted before **Wednesday 1 October 2014 @ 5pm**. After this date, you will not be able to make changes to your online submission and new entries will not be allowed.

There is no registration fee for RSA Members.

Work must be accompanied by a maximum of four images. 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 800 pixels wide and 1MB in size. Video formats accepted: .avi/.wmv/.mov/.mpeg/.mpeg2/.mpeg4.)

Please contact the office if you need any assistance: Emma Pratt, Programme Assistant 0131 624 6116

NUMBER OF WORKS

Architect Members may submit ONE work.

Drawings

- Dimension of 2d work: entire work no larger than 120 cm in any direction (outer frame size).
- All drawings must be framed.

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 AV equipment and plinths must be supplied.

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 any glazing must comply with the regulations. Plinths for models must be supplied on the receiving day. All plinths must be white.

Please note that any architect member who wishes to show additional work outside of the medium of architecture should submit it to the RSA Open Exhibition (Fine Art) where it will be judged by Council as part of the selection process in relation to the rules of the Open Exhibition (Fine Art). If you wish to enter the Open Exhibition (Fine Art), you may still only submit one additional work and there is no automatic entry for architect members.

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. Architects are not allowed to hand in different or substitute works to those that have been registered online.

HAND IN DAY - Saturday 22& Sunday 23 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.

LABELS: Labels will be posted to Members prior to the hand-in day. 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 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@royalscottishacademy.org.

FRAMING AND GLAZING

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 outwith, 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.**

REMOVAL OF WORKS

Members must uplift all unsold works on: Fri 23 & Sat 24 Jan 2015, 10-4.30pm.

No work, once placed, can be removed until the close of the Exhibition without a special order from the Council.

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.