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Online Application deadline	Sunday 6 February 2022, 5pm
Pre-Selection announced	Wednesday 9 March 2022, from midday
Hand-in of works	Thursday 7, Friday 8, Saturday 9 April, 10am – 4.30pm (at pre-arranged times)
Final physical selection announced	Wednesday 13 April 2022, from midday
Opening event	Evening of Friday 22 April, exact time TBC - invite only
Exhibition open to public	Saturday 23 April - Sunday 12 June 2022 (Mon to Sat 10am - 5pm, Sun 12 - 5pm)
Collect unsold work	Wednesday 15 - Saturday 18 June 2022, 10am – 4.30pm (at pre-arranged times)

\* Due to space restrictions and social distancing requirements all delivery/collection from the building will be at pre-arranged times only. Time-slots options will be sent to pre-selected applicants nearer the time.

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### STATEMENT ON COVID-19 (CORONAVIRUS)

Although we intend to install and open this exhibition as scheduled, we are faced with an unpredictable future due to the COVID-19 pandemic. Our first priority is the safety of our staff, exhibitors and visitors and we will continue to follow the most up-to-date advice from the Scottish Government and react accordingly.

It is important to note that we may be required to make amendments to the exhibition as currently planned if new restrictions are introduced. We will continue to keep our website and regulations updated to reflect the most current restrictions on the run up to this exhibition and we thank you for your understanding in these circumstances.

### DETAILS

**Architects may submit up to TWO works of any size.** Work may be submitted in any suitable medium, including drawings, photography, models, video work etc.

**2D work/drawings/photography:** Drawings 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 can be recorded as a single submission provided it appears as a coherent work. Any titles or descriptive panels on works should be discreet. All 2D works must be framed. Any framing and any glazing must comply with the regulations. Clip frames are not accepted.

**3D work/models:** The submission of models is encouraged. Plinths/shelves/display cases **MUST** be supplied by the architect and brought along with the pre-selected work on the hand-in days. The preferred base height for plinths is 110cm and all plinths must be painted white in colour. We recommend that models are covered by a glass/Perspex.

**Covers:** The RSA recommends that models are encased in glass/Perspex. Models can be submitted uncovered, however this is done so at the Architects own risk.

**3D Animations/video work:** All AV equipment must be supplied by the architect and be PAT tested.

All works submitted for the exhibition are considered by the RSA Council and Committee of Arrangements whose decision to accept or reject is final. Feedback cannot be provided on individual submissions and the panel will not enter into discussions nor make any exceptions on the final selection.

No works that have already been exhibited at the RSA, or any other exhibition in the RSA building, can be submitted.

### ONLINE REGISTRATION

Architects must register and submit their work online at [www.royalscottishacademy.oess1.uk](http://www.royalscottishacademy.oess1.uk)

Applications must be completed before the deadline. You will not be able to make changes to your online submission and new entries will not be allowed after this date. **Please remember your log in details!**

ONE image per work is required, however you can submit up to four images showing different angles if necessary for your work. Please ensure you use good quality images that will do justice to your work and that adhere to the specifications noted on the website. We recommend Jpeg or PNG files of at least 1MB in size, maximum 5MB. Video entries should be first published via your own personal YouTube or Vimeo account, during the application process you will be able to upload stills and provide a URL link to the video on YouTube or Vimeo.

An **Entry Fee** (inclusive of VAT) is required for each work: **Architects £35 per work / Students & under 26s £10 per work**

Payment is made online during the application process by debit or credit card. Submissions will not be accepted without payment and refunds will not be offered for works not selected or handed in, or applications not completed.

In line with other exhibiting societies please note there is also a **£10 hanging fee** for each work hung in the exhibition to be paid in cash on the Hand In days. **Any works not included in the final selection will be refunded this hanging fee.**

## SELECTION & HAND IN

### Pre-selection results: Wednesday 9 March 2022, from midday

Architects must **log back into their account on the submission site** 9 March to find out if submitted works have been Pre-selected for the exhibition.

### Hand in for pre-selected work: Thursday 7, Friday 8, Saturday 9 April, 10am – 4.30pm

Pre-selected works must be delivered to the rear door of the Royal Scottish Academy, Edinburgh, EH2 2EL (facing the Scottish National Gallery on the Mound). Architects may not hand in different or substitute works to those that have been pre-selected. Works must be unwrapped before handing to RSA staff and all packing must be removed from the gallery. Work will not be received out with the stated hours.

Due to extremely limited vehicle access at the rear of the building and social distancing requirements, arrivals must be staggered and times strictly adhered to. A schedule will be sent out to all pre-selected artists to book a delivery slot.

### Final selection notification: Wednesday 13 April 2022, from midday

Architects must log into their account for final confirmation. If your work has **not** been selected for the physical exhibition it will still be included online this year and you will not need to collect it until the end of the exhibition.

## Labels

Exhibition Labels will be posted to pre-selected architects and will also be available at the RSA on Hand-in day.

Each work handed in must be accompanied by an RSA Label. Labels 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.

Each label is in three sections- A, B and ARTIST RECEIPT- all of which must be clearly completed in full in BLOCK CAPITALS. A permanent label or other identification should 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.

## COLLECTION OF WORK

### Collection: Wednesday 15 - Saturday 18 June 2022, 10am – 4.30pm

We do not have any storage at the RSA and a quick changeover of exhibitions, therefore it is extremely important that artists uplift their works on the dates given.

Any works not collected will incur a storage fee to be paid by the architect. After 2 weeks the work will become property of the RSA and may subsequently be disposed of. 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, the architect accepts this condition as a binding agreement whereby ownership of the uncollected works is relinquished by him/her and transferred absolutely to the RSA.

## DELIVERY & COLLECTION

If you are unable to hand in your pre-selected work(s) in person then you can arrange for an acquaintance or courier to deliver/ collect your work(s) on the collection days. It is the artists' responsibility to source a courier and make arrangements directly with them. Below is a list of couriers used by artists in previous years. Please note – the RSA is not affiliated with any couriers listed and it is at their discretion if they can assist. Many other couriers are available.

- Van GoGo2 (Stuart Horsburgh)- vangogo2@gmail.com (Edinburgh, Glasgow, the Borders)
- John Lawrence- johnlawrence48@icloud.com (Aberdeenshire, Dundee, Fife)
- McAdie and Reeve (Orkney)- www.mcadie-and-reeve.co.uk (Orkney)
- Irish Art Services- www.irishartservices.com- info@irishartservices.com, +353 63 849 51 (Ireland)
- Aardvark Art Services- www.aardvarkartservices.com- info@aardvarkartservices.com- 01253 794 673 (UK)
- Art Cargo- <https://artcargo.co.uk>- +44 (0)75 88 48 43 64 (UK)
- Picture Post- [picture-post.webnode.com](http://picture-post.webnode.com) (UK)
- Central Link Couriers- [www.central-linkcouriers.co.uk](http://www.central-linkcouriers.co.uk) (UK, Europe)

It is the artists responsibility to organise and pay for all shipping, declare the artwork on an international postage customs declaration form and pay any customs costs your country may impose (if relevant); this also applies to the return shipping. The RSA will not be responsible for any damage sustained to work while in transit.

## FRAMING AND GLAZING

Framed and unframed work will be accepted. Frames must have no hanging mechanisms attached when delivered. All works will be mirror plated by the RSA hanging team. Works which cannot be mirror plated must be delivered with instructions for hanging and any specialist fittings that their weight or particular materials require. Work with inadequate or unstable frames may be rejected on these grounds. **Clip frames will not be accepted.**

## PRINTS

Original prints are encouraged; however reproductions of existing artworks in other media will not be accepted. If further works from an edition are available, please note the framed and unframed prices and number available for sale on the online application form.

## SCULPTURE/MODELS

**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 architect. Works whose stability, materials or method of construction could present a hazard to the viewing public may be rejected on these grounds. Works with moving parts or utilising electrical/mechanical elements must comply with health and safety regulations and be PAT tested. A composite work must be accompanied by clear instructions for assembly.

## ELECTRONIC MEDIA

For the purpose of selection, architects working in film or digital media should submit a link to Vimeo, YouTube, or other suitable website during the submission process for the selection panel to view their work online.

Pre-selected architects **must supply all electronic AV equipment** (and plinths/shelves if necessary) with set up instructions for the exhibition unless otherwise stated by the RSA. All equipment must be PAT tested.

## SALE OF WORK

**All works should be for sale.** All sales made from the exhibition are subject to **40% commission + VAT** (charged on the amount of commission only). Artists registered for VAT must enter their VAT number on the online submission form and sales will then be subject to 40% commission including VAT. The price of work shown on the online submission form and labels is the total price payable by the purchaser, the RSA will not add on commission costs for you.

Where editions of works (prints, sculptural casts, etc.) are available for sale, artists are asked to enter the appropriate information (framed and unframed prices, number in edition, number available for sale) on the online submission form. The artist 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).

Any private sale of the work (including editions) must immediately be intimated to the Gallery Manager, 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 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 architect or his/her heirs and assigns. By submitting work, unless contacted by the architect in writing to say otherwise, the architect 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

If a work is lost, damaged or destroyed during the exhibition period, the Gallery shall notify the architect immediately and shall be liable to pay the architect the agreed selling price less the agreed commission. Works shall be insured whilst at the Gallery premises only. No insurance cover will be given to works while in transit to or from the Gallery or after the stated collection dates.

Fragile works must be appropriately labelled and unframed mounted prints/photography must come with corner protectors. Unframed 2D works and works of a temporary or ephemeral nature will remain at the risk of the architect and will not be covered by insurance. Works will be assessed for condition on delivery to the galleries.

**By completing the online registration process for the RSA Annual Exhibition - Open Architecture 2021, you acknowledge that you have read, understood and accept the Terms & Conditions laid out in these regulations.**



The Royal Scottish Academy of Art and Architecture, The Mound, Edinburgh, EH2 2EL  
T: 0131 624 6110 E: [exhibitions@royal.scottishacademy.org](mailto:exhibitions@royal.scottishacademy.org) W: [www.royal.scottishacademy.org](http://www.royal.scottishacademy.org)  
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