

### KEY DATES (all 2025)

Online Application deadline	Thursday 6 February, 5pm
Pre-Selection announced	Friday 7 March, from midday
Hand-in of works	Friday 18/Saturday 19 April, 10am-4.30pm *
Final selection announced	Wednesday 23 April, from midday
Opening event	Friday 2 May, evening (time TBC - invite only)
Exhibition open to public	Saturday 3 May - Sunday 8 June (Mon to Sat 10am - 5pm, Sun 12 - 5pm)
Collection of unsold work	Wednesday 11 - Saturday 14 June, 10am-4.30pm *

\* Due to space restrictions all delivery/collection from the RSA building will be at pre-arranged times only. Time-slot options will be sent to artists on notification of pre-selection.

### KEY DETAILS

Architects may submit up to **TWO works of any size**. Work may be submitted in any suitable medium, including drawings, plans, digital imagery, photography, models, video work etc. One work may include multiple, related parts.

- **2D work:** 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. Any framing and any glazing must comply with the Regulations (see below). Clip frames are not accepted.
- **3D work:** Submission of models and other 3D work 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.
- **Covers:** The RSA recommends that models are encased in glass/Perspex. Models can be submitted uncovered, however this is done so at the Architect's own risk.
- **Video work:** All A/V equipment must be supplied by the architect and be PAT tested.

All works submitted for the exhibition are considered by the RSA Annual Exhibition Hanging Committee 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. Work may not be included in any other virtual exhibition during the opening dates of this exhibition.

The judging process involves an online pre-selection phase followed by the delivery of works to the RSA for a final selection of works to be included on the gallery walls. All pre-selected works will automatically be included in the online exhibition. As usual, only those selected at the final physical selection will be shown on the gallery walls.

There is also the opportunity to submit work as a solely online presentation by answering YES to 'My work is solely an online presentation' during the application process. These works will only be considered for online selection and this can open up an opportunity for more experimental practices, for example documentation of site-specific work or extended digital video content.

### ONLINE APPLICATION PROCESS

**Deadline: Thursday 6 February 2025, 5pm**

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.** After 5pm, 6 February 2025 no changes can be made to the submission and new entries will not be accepted. We strongly recommend you **do not** leave completing your application to the last minute. Please remember your log in details.

**ONE image per work** is required, however **up to three additional images** showing different angles can be submitted. Please provide good quality images that will do justice to your work. Images should be Jpeg/JPG or PNG files and be at least 1MB in size but no larger than 10MB.

Architects may use the 'Artwork Description' section in the application to give a succinct overview of the work and any information about the display that may require further explanation.

**An Entry Fee (inclusive of VAT) is required for each work:**

**Architects £30 per work / Students and under 26s £10 per work**

Secure 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 work not selected, not handed in or applications not completed by the deadline.

Each work included in the final exhibition is also subject to a **£10 hanging fee to be paid by Stripe on notification of pre-selection or on delivery of the work in cash**. Any works not included in the final physical selection will be refunded this hanging fee and works submitted as online only will not be asked to pay this fee.

## **SELECTION AND HAND IN**

**Pre-selection results: Friday 7 March, from midday**

Architects must **log back into their account on the submission site** from midday on 7 March to find out if works have been pre-selected for the exhibition. **A notification email will not be sent out and it is the architect's responsibility to log in and check on the day.**

**Hand in for pre-selected work: Friday 18/Saturday 19 April, 10am-4.30pm**

Pre-selected works must be delivered to **the rear (South) door of the Royal Scottish Academy, The Mound, Edinburgh, EH2 2EL**. 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 outwith the stated hours.

**Due to extremely limited vehicle access at the building, arrivals must be staggered and times strictly adhered to. Delivering on foot is encouraged where possible. A schedule will be sent out to all pre-selected artists to book a delivery slot.**

**Final selection notification: Wednesday 23 April, from midday**

Architects must **log into their account** to find out if their work has been included in the final hang. If your work has not been selected for the physical exhibition it will still be included online and will not need to be collected until the end of the exhibition (see dates below), with the exception of large or fragile works which we may request collection of due to space restrictions and safety.

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

## **Labels**

Labels will be posted to pre-selected Architects and will also be available at the RSA on hand-in days.

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 models or unusually shaped works please affix the label in the most convenient way possible. **Labels are for cataloguing and identification purposes and will be hidden or removed before opening to the public.**

Each label is in three sections - A, B and ARTIST RECEIPT - **all of which must be completed in full**. A permanent label or other identification should also be affixed to the back of each work with the Architect's name.

Failure to comply with these requirements in full can lead to rejection of the work.

## **COLLECTION OF WORK**

**Collection: Wednesday 11 - Saturday 14 June, 10am-4.30pm**

**We have no storage at the RSA and a very quick changeover of exhibitions, therefore it is extremely important that work is uplifted promptly on the dates given.**

Any works not collected will incur a storage fee. After TWO 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 RSA Council. By completing the online submission process, the Architect accepts this condition as a binding agreement whereby ownership of the uncollected works is relinquished and transferred absolutely to the RSA.

## DELIVERY AND COLLECTION

If you are unable to hand in your pre-selected work(s) in person then you can arrange for an agent or courier to deliver/collect on your behalf on the stated collection days. It is the artists' responsibility to source a courier and make arrangements directly with them. Below is a list of couriers who may be available. Please note, the RSA is not affiliated with any couriers and cannot confirm their availability. Many other couriers are available.

- 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](http://mcadie-and-reeve.co.uk) (Orkney)
- Irish Art Services: [irishartservices.com](http://irishartservices.com), info@irishartservices.com, +353 63 849 51 (Ireland)
- Aardvark Art Services: [aardvarkartservices.com](http://aardvarkartservices.com), info@aardvarkartservices.com, 01253 794 673 (UK)
- ThePackengers: [thepackengers.com](http://thepackengers.com), +44 (0) 20 3154 4360 (UK)
- Art Cargo: [artcargo.co.uk](http://artcargo.co.uk), +44 (0)75 88 48 43 64 (UK)
- Picture Post - [picture-post.webnode.com](http://picture-post.webnode.com), info@picturepostcompany.co.uk (UK)
- Central Link Couriers - [central-linkcouriers.co.uk](http://central-linkcouriers.co.uk) (UK, Europe)

It is the Architect's 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. This also applies to return shipping.

The RSA will not be responsible for any damage sustained to work while in transit to or from the gallery and we recommend the Architect arrange suitable insurance.

## FRAMING AND GLAZING

Framed and unframed works are accepted. Frames must have no hanging mechanisms attached when delivered, unless integral to the work. All wall based work will be mirror plated by the RSA hanging team as standard. 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.

Unframed paper works must come with hanging instructions and are submitted at the Architect's own risk.

## PRINTS

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

## MODELS / 3D WORK

Plinths/shelves etc. for models and 3D work must be supplied 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 submitting film or digital media should upload their work to Vimeo, Youtube, or other suitable website and enter a URL link to that work in the space provided in the submission form. It is also possible to add a password if the link is password protected. A still image must also be submitted as a holding image for the application process.

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

Work should be available for sale where possible.

All sales made from the exhibition are subject to **40% commission + VAT** (charged on the amount of commission only). Architects 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, casts, etc.) are available for sale, Architects should enter the appropriate information (framed and unframed prices, number in edition, number available for sale) on the online submission form. The Architect must arrange for the framing and delivery of any additional framed prints sold (the RSA will not charge commission on the framing premium).

For the duration of the exhibition all work (including editions) should be for sale through the RSA only. No 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 outwith, but as a direct result of, the exhibition should also be acknowledged, whereupon the relevant commission will be charged.

Architects will be notified of any sales prior to the collection dates and payment will be made by bank transfer around one month after the close of the exhibition. In line with GDPR the buyers details cannot be passed on to the Architect.

## 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 RSA premises only. No insurance cover will be given to works while in transit to or from the RSA or after the stated collection dates.

Fragile work 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.

## OPENING TIMES AND EVENTS

An opening event will be held at the RSA on the evening of Friday 2 May (exact time TBC). Upon notification of pre-selection, all exhibitors will receive an invite link for **2 people** to attend this event and must RSVP online in order to attend. **Due to strict health and safety capacity rules for the building it is likely not all exhibitors will be able to RSVP/attend. No additional invites will be available.**

The exhibition will be open to everyone for free from **Saturday 3 May to Sunday 8 June, Monday to Saturday 10am - 5pm, Sundays 12 - 5pm**. Related events will be published on the RSA website nearer the time.

**By completing the online registration process for the RSA Annual Exhibition - Open Architecture 2024, you acknowledge that you have read, understood and accept the Terms and Conditions laid out in these regulations.**



The Royal Scottish Academy of Art and Architecture The Mound Edinburgh EH2 2EL  
[royalscottishacademy.org](http://royalscottishacademy.org) [exhibitions@royalscottishacademy.org](mailto:exhibitions@royalscottishacademy.org) 0131 624 6110  
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