



## Exhibition Guidance – *166 Annual Open Exhibition*

**Please read all of the information below to ensure that your entry is valid for submission. Full Terms and Conditions can be downloaded as a separate document from our website.**

### **What is the 166 Annual Open Exhibition?**

The Royal West of England Academy holds an Annual Open Exhibition, now in its 166th year. As the name suggests, anyone can enter their work for this mixed discipline show - previous years have included painting, drawing, printmaking, photography, film, sculpture and illustration, and attracted entries from artists across the UK and beyond. A selection panel assesses every entry and last year 624 works by 421 artists made it into the final exhibition. All work is for sale and the exhibition attracts art-lovers and art-buyers from far and wide.

Entry opens on Monday 2 July at midday and closes on Tuesday 21 August at 5pm. The exhibition will be open to the public from Sunday 7 October to Sunday 25 November 2018.

A select number of prizes will be awarded with information available on the website.

### **Submission Guidance**

- Artists are encouraged to submit recent work (produced within the last 3 years)
- A maximum of 3 works may be submitted per applicant (4 for Academicians)
- Work cannot have been exhibited before at the RWA
- Work must be for sale

### **How much does it cost to submit work?**

Submission fees are charged per item:

- £20 per item for General Public
- £15 per item for Students
- £15 per item for Friends of the RWA
- £10 per item RWA Artist Network member
- Entry is Free for RWA Academicians

### **How do I submit work?**

- All applicants must apply online using our Online Exhibition Submission System (OESS) which can be accessed via our website.
- Please read the OESS User Guide available to download as a PDF on the RWA website if you are experiencing difficulty registering online.
- Please contact the RWA if you cannot access a computer.
- Please ensure that you have read the Terms and Conditions to ensure that your work fully complies with entry guidelines for this exhibition. Work which is delivered

and does not comply will not be considered for selection and refunds will not be possible.

- Please make sure that you have noted the hand-in, transport and collection dates in advance.

Do I have to submit images of my work online?

- Yes, please include at least one image (maximum of 2) of your work when making your submission via OESS.
- This image may be used for publicity purposes.
- Images should be a JPEG file and should not exceed a maximum size of 3MB. Please use the work title as the file name, and avoid using numbers or symbols.

### **What happens once I have submitted my work?**

The closing date for online submission is Tuesday 21 August at 5pm. After this point no changes can be made to your application. Therefore please ensure that you have submitted all the correct details and paid for your submission by this date. Please note that moving image entries must be received via file transfer or on a memory stick by 5pm on Tuesday 21 August. (please see Terms and Conditions for more information). Regional transport must be booked by 5pm on Friday 7 September.

### **Stage 1: Pre-Selection**

Once you have submitted your details via OESS, our selection panel will look at every work submitted online. Works will be either Pre-Selected or Not Selected. Results of the online Pre-Selection will go live on Friday 31 August at 1pm. Artists must log in to their account to view their results. Please note that results are not communicated by email.

### **Stage 2: Final Selection**

If one or more of your works has been Pre-Selected, you must then deliver your work/s to the RWA on the dates highlighted below for physical selection by the panel.

There are two options for delivering work:

- 1) You can bring your work to the RWA between 10am and 5pm on Monday 17 September (Academicians only) or Tuesday 18 and Wednesday 19 September (all other artists).

OR

- 2) You can book to have your work collected from a designated collection point via RWA organised regional transport.

### **How do I book RWA Transport?**

- This must be booked and paid for via telephone, 0117 973 5129.
- All transport must be booked and paid for by 5pm, Friday 7 September 2017.
- Transport will be available from London, Birmingham, Exeter and Penzance as stated below.
- Transport is only available for work which is less than 1.75m<sup>2</sup> (6ft x 6ft). Sculpture must be under 25kg in weight and be easily handled by one person.
- The cost of the transport is £15 per work per journey.

- When you book please specify whether you require transport one-way or return. If work is sold and return transport has been booked, a refund of £15 per work will be given at the end of the exhibition.
- Charges will be incurred for works not collected at stated times.
- The RWA accepts no responsibility for any changes to the schedule. If alterations occur the RWA will inform the artist as soon as possible.
- The RWA do not insure artwork for transport.
- Please note that work should arrive unwrapped unless fragile.
- The RWA is not responsible for wrapping work on return.
- Please see the full Terms and Conditions below for further guidance.

### **Dates, times and locations for Regional Transport are:**

#### **To the RWA**

- **Penzance:** Friday 14 September, 9.00 – 10.00am, hand-in work to ArtWorks, Penzance Harbour Car Park, Penzance
- **Exeter:** Friday 14 September 12.30 - 1.30pm, hand-in work to ArtWorks at Exeter Motorway Service area, (top of Car Park) Off Junction 30 of M5, Exeter
- **London:** Monday 17 September, 12 noon - 4pm, hand-in work to Art Moves of Chelsea, Chelsea Self Storage, Blantyre Street, London, SW10 0EQ.
- **Birmingham:** Tuesday 18 September, 10am - 12 noon. hand-in work to Art Moves of Chelsea at Birmingham, Municipal Car Park, Off Edgbaston Road, Birmingham (in front of the Midland Art Centre and opposite Warwick County Cricket Ground)

#### **From the RWA:**

- **Penzance:** Thursday 29 November, 4.00 – 5.00pm, hand-out of work by ArtWorks in Penzance Harbour Car Park, Penzance
- **Exeter:** Thursday 29 November, 12.00 – 1.00pm, hand-out of work by ArtWorks at Exeter Motorway Service area, (top of Car Park) Off Junction 30 of M5, Exeter
- **London:** Monday 3 December, 12 noon - 4pm, hand-out works from Art Moves of Chelsea at Chelsea Self Storage, Blantyre Street, London, SW10 0EQ
- **Birmingham:** Friday 30 November, 10am - 12 noon, hand-out works from Art Moves of Chelsea at Birmingham, Municipal Car Park, Off Edgbaston Road, Birmingham (in front of the Midland Art Centre and opposite Warwick County Cricket Ground).

### **Selection and Results**

- Selection day will be on Thursday 20 September and results will be available online on Friday 28 September after 1pm.
- Please log-in to OESS where your results will be displayed online.\*
- It is the artist's responsibility to check their results. The RWA will not send a results email.
- Please do not call the RWA to check results unless you have difficulty logging on.
- If your work has been accepted you will also receive a link to an invitation to attend the Varnishing Day Lunch on Friday 5 and Private View on Saturday 6 October.

\* The RWA reserves the right to alter the hang at any point until the opening, therefore please be aware that although you may hear that your work has been 'Selected' we cannot guarantee that it will make the final hang. If changes are made to the selection after the 28

September we will endeavour to contact the artist by email to communicate this and the status of your work online will change to 'Selected Not Hung'.

### **How do I collect work at this stage?**

If 1 or more of your works has not been selected at the final selection stage you can collect them on the following dates:

- Tuesday 2 and Wednesday 3 October, 10am – 5pm
- Friday 19 and Saturday 20 October, 10am – 5pm

If all your submitted works have been unsuccessful at the selection stage, we urge you to collect on one of the above dates, as we are limited with storage space.

If you have some work selected and some work not selected you can opt to collect all work after the exhibition on the following dates:

- Friday 30 November and Saturday 1 December 2018, 10am – 5pm
- Sunday 16, 11.30 – 5pm and Monday 17 December 2018, 10am – 5pm
- Friday 12 and Saturday 13 January 2019, 10am – 5pm

If you have booked regional transport your work will be returned to the locations listed above.

The RWA has limited storage space therefore we ask that any large / heavy or fragile sculpture that is unsuccessful at the final selection stage is collected by Friday 28 September 2017 (you will be informed if this is necessary when you deliver).

### **What dates should I remember?**

- Submission opens: Midday, Monday 2 July 2018
- Submission closes: 5pm, Tuesday 21 August
- Deadline for receipt of film and moving image entries: 5pm, Tuesday 21 August
- Online Pre-Selection Results Live: 1pm, Friday 31 August
- Regional Transport open for booking: 2pm, Friday 31 August - 5pm, Friday 7 September, 5pm
- Hand-in day (Academicians only): 10am – 5pm, Monday 17 September
- Hand-in day (General Public): 10am – 5pm, Tuesday 18 and Wednesday 19 September
- Selection Day: Thursday 20 September
- Final Selection Results Live: 1pm, Friday 28 September
- Varnishing Day Lunch, 2pm-5pm Friday 5 October
- Private View, 3pm-6pm, Saturday 6 October
- Collection of unselected works: Tuesday 2 and Wednesday 3 October, 10am – 5pm, Friday 19 and Saturday 20 October, 10am – 5pm
- Collection of all works: Friday 30 November and Saturday 1 December, 10am – 5pm, Sunday 16, 11.30 – 5pm, and Monday 17 December, 10am – 5pm, Friday 12 and Saturday 13 January 2019, 10am – 5pm