



Terms and Conditions of Entry - *166 Annual Open Exhibition*

Section 1: Basic Entry Requirements

- A maximum of 3 works may be submitted per applicant.
- Work cannot have been exhibited previously at the RWA.
- Artists are encouraged to submit recent work (produced within the last 3 years).
- All works must be for sale (with the exception of Moving Image entries).
- Prices should be predominantly under £10,000
- All entries are subject to a two-stage selection process. Work will be viewed first online and then, if pre-selected at the online stage, in person at the RWA.

Section 2: Cost of Entry

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 for RWA Artist Network members

Section 3: Submitting Work

All Entries

- All submissions must be made online using our Online Exhibition Submission System (OESS) which can be accessed via our website. Please read the OESS User Guide located on our website for further assistance.
- All artists must submit one image of their work (maximum of 2 for 3D works). This will be viewed online at pre-selection stage.
- Images should be as clear as possible and must be of the submitted work.
- If the work is 2D we do not need to see the frame in the image.
- Images should be a JPEG file and should not exceed a maximum size of 3MB.
- All work that is successful at pre-selection stage must be delivered to the RWA for final selection on the specified dates.
- Please contact the RWA if you cannot access a computer.

Section 4: Medium – Admissible Works

4.1 Two-Dimensional Work

- Two-dimensional work must not exceed 214 x 214cm (7ft x 7ft).
- The total size of a diptych or triptych must not exceed 214 x 214cm (7ft x 7ft).
- Diptych or triptychs must be clearly labelled in large letters on the back of the work.
- Diptych or triptychs must have one title and can only be sold as one work.

Painting, Drawing and Mixed Media

- Reproductions of paintings and drawings, made by any process, are not eligible.

Printmaking

- All printmaking techniques are eligible e.g. etching, woodcut, lithograph, screen print, digital and photographic.
- Prints may be unique (one-off) pieces or they may be signed, numbered and a limited edition.
- Digital prints are eligible only if it is clear to the selectors that they are original artworks made by the creative use of digital technology and that they are not reproduction prints.
- Artists are permitted to sell unframed editions of selected work. Please see Section 12: Sale of Work.

Photography

- Any medium is acceptable, including digital images, photography and photographic processes.

iPad Drawings

- Digital artwork produced on an iPad is accepted but must be printed and displayed appropriately e.g. if it is framed please see Section 6: Frames and Fixings.
- As per Printmaking it must be made clear to the selectors that they are original artworks made by the creative use of digital technology and that they are not reproduction prints.
- The work should be numbered to denote edition size and as per Printmaking entries you must confirm how many editions are available for sale.
- iPad drawings cannot be displayed on iPads.
- Reproductions of paintings or drawings are ineligible.

4.2 Three-Dimensional Work

Sculpture

- The maximum floor space for sculpture is 1m x 1m (3.3 x 3.3ft).
- Please include display instructions in Special Instructions when submitting on OESS.
- Artists are permitted to sell editions of selected work. Please see Section 12: Sale of Work.

- Please note that it may not be possible to display work as requested, e.g. although we aim to display work as appropriate we cannot guarantee that specific plinth sizes can be met.
- Sculptures must weigh no more than is safe for two people to lift – 50kg (see details on regional transport for further restrictions).
- The dimensions of the RWA lift are 180cm height, 130cm depth and 155cm width. Sculptures over this size must be easily portable, as they will need to be carried up the staircase.
- The RWA has limited storage space therefore we ask that any large / heavy or fragile sculpture that is not hung at the final selection stage is collected by Friday 28 September. If you are unsure if your work merits this classification please call the RWA to discuss before submitting. We can also advise you on delivery therefore please speak to a member of staff on delivery day.
- Please ensure floor and plinth-based works are stable.
- When submitting sculpture, please consider the health and safety implications of exhibiting work in a public place.
- Where work is deemed to be a health and safety risk the decision of the RWA is final.

Installation

- Maximum size must adhere to either 2D or 3D requirements (see above).
- Please note that artists are not permitted to set-up installations in advance and must include full instructions for assembly and display with their entry. All installations are assembled and installed by RWA Technicians.
- Installation components must not weigh more than is safe for two people to lift – 50kg (see details on regional transport for further restrictions).
- The dimensions of the RWA lift are 180cm height, 130cm depth and 155cm width. Installation components over this size must be easily portable, as they will need to be carried up the staircase.
- The RWA has limited storage space therefore we ask that any large / heavy or fragile installation components that are not hung at the final selection stage are collected by Friday 28 September. If you are unsure if your work merits this classification please call the RWA to discuss before submitting. We can also advise you on delivery therefore please speak to a member of staff on delivery day.
- Please ensure floor and plinth-based works are stable.
- Please consider the health and safety implications of exhibiting work in a public place.
- Where work is deemed to be a health and safety risk the decision of the RWA is final.
- Please contact the RWA if you are unsure if your entry adheres to the Terms and Conditions.

4.3 Artist Books

- Artist books are permitted for entry.
- Please include display instructions in Special Instructions.

4.4 Architecture

- Architectural entries can incorporate drawings, photography, digital imagery, sketches and plans as well as architectural models.
- For architectural models size restrictions apply as per sculpture.
- Architects can enter as individuals or as a practice. The maximum number of entries applies in both cases.

4.5 Moving Image

How to enter Moving Image Works

- Entries should be made online as per entry guidelines.
- Please include a still image with your submission, and, if possible, a URL to YouTube, Vimeo, etc.
- Entries (by File Transfer or memory stick) must also be received by the RWA by 5pm on Tuesday 21 August. If you are posting a memory stick, please clearly label your package 'Submission – 166 AOE' and send FAO Jess Kirkby. Files can be transferred using the email address jess.kirkby@rwa.org.uk

Moving Image Regulations

- Moving image works should be a maximum duration of 10 minutes in length.
- Single screen works or single channel works only.
- All files should be submitted in the following file format: Quicktime Pro. Res. 422 (HD or 1920 x 1080 preferred, aspect ratio 16:9). Files not submitted in this format are not valid.
- Please do not include title screens or credits as part of your file. The RWA will format these in adherence to house style using the information you have entered online. Any additional artists/practitioners/funders that you wish to credit on the work label should be included on your entry under 'Special Instructions' on the OESS.
- Work will either be shown as one continuous show reel on a projector in a specially designed screening space or on a flat screen 42inch inch monitor depending on the curatorial decision of the selectors.

Section 5: Works Inadmissible

- Works in frames or on stretchers to which mirror plates cannot be easily fixed.
- Unframed works on paper that are unframed for reasons that are not aesthetic (see Section 6: Frames and Fixings).

- Reproduction prints which are made to accurately reproduce an already created original image such as a painting, drawing or etching.
- Due to installation limitations we are unable to accept site-specific work entries.
- Work containing offensive material. Please note that the decision of what constitutes offensive material is at the discretion of the RWA.

Section 6: Frames and Fixings

- All framed work will be hung using mirror plates, therefore please ensure your work is suitably framed.
- All fixtures must be removed from the back of framed work as remaining fixtures are one of the primary sources of damage to artworks.
- The RWA will attach all relevant fixings to all placed works for hanging.
- Where a work has a metal frame, the artist must include the original fixings with their entry.
- Unframed work is acceptable where the decision has been made for aesthetic reasons.
- Unframed work must include clear instructions for display and the artist must provide the relevant fixings with their entry.
- If the Terms and Conditions state that the artist must submit fixings with the work please provide these in a clear plastic bag or envelope and attach securely to the back of the work.

Section 7: Labelling Your Work

- Labels must be printed out from OESS on thin white card for each piece. This enables us to record that your work has entered the building.
- The label should be securely attached to the work with a thin piece of string, preferably with staples or strong tape. Please do not use thick cord, rope or twine as this makes it difficult to tuck the label behind the work once it has been hung.
- The string should be long enough to hang in front of the work when wall or plinth-mounted.
- The artists' name, address and title of work should also be written clearly on the back of the work.
- The top of abstract works should be clearly marked on the back of the work.

Section 8: Packaging

- Works should arrive unwrapped. If you are delivering your work in person there will be space to unwrap your work on delivery. Packaging must then be removed from the RWA by the artist.
- Fragile work may remain wrapped in a way that does not obscure the image during selection.

Section 9: International Entries

- Artists submitting work from overseas must ensure that all customs paperwork is complete and that return documentation is attached to the work.
- The RWA will not take responsibility for liaising with customs or external couriers.
- Work should be suitably packaged for international transport. Work will not be packaged for return by RWA staff.

Section 10: Transport Costs

- Please note the RWA will not cover any costs associated with the transport of works, including the cost of shipping, import or postage.
- The RWA strongly advises artists against postal submissions and does not accept liability for damages to works whilst in transit or on the premises.
- The RWA will not pack and label work for collection by couriers.

Section 11: Confirmation of Results

- It is the artist's responsibility to check their results online.
- The RWA do NOT send emails confirming results.
- The RWA are not responsible for an artist's failure to receive results.

Section 12: Sale of Work

Exhibited Artwork

- Selling prices must be rounded to the nearest pound.
- The price stated on your submission is the catalogue selling price and this must include the RWA's commission of 35%+VAT.
- The information you enter online will be used in all pricing documents. Once the online submissions software has been locked this information cannot be changed, therefore please ensure this information is correct at the time of submission.
- Artists will be advised of sales, and payment to the artist will be made at the end of the exhibition, once payment has been received from the purchaser.
- The RWA aims to make payment to the artist within 28 days of the end of the exhibition.
- If an artwork is purchased through the Own Art scheme then please note that we cannot guarantee payment within the stated 28 days.

Editions of Exhibited Artwork

- Selling prices must be rounded to the nearest pound.
- All editions of prints are sold unframed. Please ensure the price entered reflects this.
- The price stated on your submission is the catalogue selling price and this must include the RWA's commission of 35%+VAT.
- The information you enter online will be used in all pricing documents. Once the online submissions software has been locked this information cannot be changed, therefore please ensure this information is correct at the time of submission.

- Artists will be informed of orders for unframed prints and sculpture editions via email once payment is received by the RWA.
- It is the artist's responsibility to mail/deliver the work to the purchaser within 2 weeks of notification email.
- The artist is responsible for all postage or delivery costs.
- Unframed digital prints can only be sold if the exhibited work is a digital print.
- The sale of giclée prints of original artwork is not permitted.

Section 13: Collecting Your Work

- Work can be collected from the RWA on the following dates
 Tuesday 2 and Wednesday 3 October, 10am – 5pm (unselected works)
 Friday 19 and Saturday 20 October, 10am – 5pm (unselected works)
 Friday 30 November and Saturday 1 December, 10am – 5pm (all works)
 Sunday 16, 11.30 – 4pm, and Monday 17 December, 10am – 5pm (all works)
 Friday 12 and Saturday 13 January 2019, 10am – 5pm (all works)
 or returned to a regional transport collection point (see separate Transport document).
- In order to collect your work please bring with you a form of ID.
- If a third party is collecting work on your behalf they must bring this with them or a letter saying they have permission to collect the work. Work will not be released without this authority.
- Works that have not been collected by Monday 28 January 2018 will incur a storage charge of £15 per work per week.
- If any work submitted has not been collected within 3 months after the closing date the RWA shall be entitled to, without prior notice to the artist, sell or otherwise dispose of such works and to devote the proceeds of such sale or other disposition as it may think fit in its absolute discretion.
- Please see Section 3. Medium – Sculpture reference separate deadlines for collection of large sculpture.
- If you have arranged for a courier to collect your work, you must email the RWA at least one week in advance at info@rwa.org.uk in advance with details of the collection.
- Collection is not allowed on Sundays or at the Private View.

Section 14: Insurance and Damage to Work

- Exhibitors are responsible for arranging their own insurance to cover damage or loss to their artwork either in transit or whilst at the Academy.
- Work must be insured by the artist from the point of collection if you are using regional transport.
- The utmost care will be taken of all works sent in for exhibition, however neither the Academy, its officers nor its representatives will be responsible for any loss or damage whilst the works are in their possession howsoever caused, with the

exception of damage to or theft of exhibited works which has been recorded on CCTV.

Section 15: Copyright

- Copyright remains with the artist, however, by registering online and agreeing to the terms and conditions the artist agrees that his/her work can be used for the promotion of the RWA and its exhibitions.

Section 16: Withdrawal of entry

- Entries can be withdrawn any point up to the submission deadline and will be eligible for a refund.
- It is the artist's responsibility to contact the RWA to arrange the withdrawal of their submission and payment of refund.
- Refunds are not permitted beyond the submission deadline, therefore please ensure your work meets the RWA entry criteria before submitting.