



Terms and Conditions of Entry - 171 Annual Open Exhibition

Section 1: Basic Entry Requirements

- Public Applicants - A maximum of 3 works may be submitted per applicant. Up to 3 works could be selected for the final show per applicant.
- RWA Academicians - A maximum of 4 works may be submitted by RWA Academicians, and 1 to 2 are guaranteed selection depending on the overall hang.
- There are 2 separate entry portals; one for RWA Academicians and one for all other entries. Artists should ensure they enter the correct portal, if they enter the wrong portal they may need to do their application again, or even risk disqualification at a later stage.
- 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, and this year both selection stages will take place online. Artists will be notified after the second stage and selected works will be required to be delivered to the RWA.

Section 2: Cost of Entry

Submission fees are charged per item:

- £22 per item for General Public (£18.33+VAT)
- £16.50 per item for Students (£13.75+VAT)
- £16.50 per item for Friends of the RWA (£13.75+VAT)
- £11.00 per item for RWA Artist Network members (£9.17+VAT)
- RWA Academicians (who pay an annual subscription fee) receive free submission.

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 or through this link <https://royalwestofenglandacademy.oess1.uk/> Please read the OESS user guide located on our website for further assistance. Please note – after making an account on OESS we recommend keeping a record of log in details as they will be needed to access results. Once the selectors have made their decisions it is the artists' responsibility to log back into OESS and check their results, after 1pm on results day **22/07/2024**.
- All artists must submit one image of each work. This will be viewed online at pre-selection and final selection stages, therefore please ensure images are as clear as possible.
- If the work is 2D we do not need to see the frame in the image.
- If work is 3D, more than one view may be submitted, so long as they are edited into one image.

- Images should be a JPEG or PNG file and should not exceed a maximum size of 5MB. (Please note PDF's cannot be uploaded.)
- Please contact the RWA if unable to access a computer.
- Group entries – please contact exhibition@rwa.org.uk for assistance with a group entry

Section 4: Medium – Admissible Works

4.1 Two-Dimensional Work

- Two-dimensional work must not exceed 214 x 214cm (7ft x 7ft), including the frame.
- The total size of a diptych or triptych must not exceed 214 x 214cm (7ft x 7ft).
- Diptychs or triptychs must be clearly labelled in large letters on the back of the work.
- Diptychs 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. This includes reproduction giclée prints.

Printmaking

- All printmaking techniques are eligible e.g. etching, drypoint, collograph, 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 multiples 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, the amount of multiples available for sale must be confirmed.
- iPad drawings cannot be displayed on iPads, unless provided by the artist.
- 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 any specific display instructions in Special Instructions.
- Artists are permitted to sell multiples of selected work, e.g. bronzes. Please see Section 12: Sale of Work.
- Please note that it may not be possible to display work as requested - although we aim to display work as close to the artist's specifications as we can, we cannot guarantee that specific plinth sizes, for example, can be met. The curators' decision is final.

- Sculptures must weigh no more than 50kg (see details on regional transport for further restrictions).
- The RWA has limited storage space therefore artists may be asked to collect any large / heavy or fragile sculpture that is not hung at the final selection stage before the exhibition opens.
- Please ensure floor- and plinth-based works are stable and can sit securely on a plinth without additional fixings. Please note that the majority of 3D works will go on open display.
- 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 works are assembled and installed by RWA Technicians.
- Installation components must not weigh more than 50kg (see details on regional transport for further restrictions).
- The RWA has limited storage space therefore artists may be asked to collect any large / heavy or fragile sculpture that is not hung at the final selection stage before the exhibition opens. Please ensure floor- and plinth-based works are stable.
- We would like artists to please contact the RWA if unsure whether their entry adheres to the Terms and Conditions.

4.3 Artist Books

- Artist books are permitted for entry.
- Please include display instructions in Special Instructions if necessary.
- Overall size must adhere to size restrictions.

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.
- At this stage of the process we do need video files, only a URL to the video online, but if work is selected, 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. More information about this will be provided after results day.
- A still image should be included as part of the submission, and, a URL to YouTube or Vimeo, and make sure the video is set to public viewing, or password protected viewing.
- If artists are unable to provide a URL we ask to please email exhibition@rwa.org.uk to enquire about sending a file transfer

Moving Image Regulations

- Moving image works must be a maximum duration of 10 minutes in length.
- Single screen works or single channel works only.
- Title screens or credits are not required as part of the file. The RWA will format these in adherence to house style using the information have entered online. Any additional artists/practitioners/funders that need to be credited on the work label should be included on the OESS system under 'Artwork collaboration'.
- Work will be shown on a flat screen 43inch monitor and moving image works will be shown as part of a show reel.
- Sound will be played through headphones only.
- Artists will be asked to provide a transcript of any spoken word where applicable.

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.
- Works that require regular maintenance by gallery staff, e.g. with parts that must be refilled, refreshed or replaced.
- Works deemed by the RWA to be a health and safety risk e.g. containing highly flammable materials or untreated natural materials which may bring pests into the building. Please note that the identification of a health and safety risk is at the discretion of the RWA.
- Please note that the above conditions apply to all submission and may override the guarantee of entry for work created by RWA Academicians, if this work is deemed inadmissible for any of the reasons stated above.

Section 6: Frames and Fixings

- All framed work will be hung using mirror plates, therefore please ensure work is suitably framed.
- All fixtures must be removed from the back of framed work prior to delivery 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. Please email exhibition@rwa.org.uk if you would like to check your framing will be acceptable.
- Unframed work must include clear instructions for display and the artist must provide the relevant fixings with their entry.

Section 7: Labelling Your Work

- Labels must be printed out from your OESS account 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 artist's name, and title of work should also be written clearly on the back of the work.
- The top of all 2D works should be clearly marked on the back to show the correct orientation.

Section 8: Delivery and Packaging

- Artists will be required to bring in works during the Hand-In days: Friday 23, 1 – 4pm, Saturday 24, Sunday 24 and Monday 26 August, 10am – 4pm. There will be bookable slots and artists will be informed about this closer to the time.
- 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.
- If your work is particularly large or heavy, please bring another person to assist wherever possible.

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, and all fees and duties must be paid in full by the artist.
- Work should be suitably packaged for international transport. Work will not be packaged for return by RWA staff.

Section 10: Transport Costs

Regional transport from London, Exeter and Penzance will be available to book once selection results are available. Dates and times:

- **Penzance:** Wednesday 28 August 2024 9.00 – 10.00am, hand-in work to ArtWorks, Penzance Harbour Car Park, Penzance
- **Exeter:** Wednesday 28 August 2024 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:** Thursday 22 August 2024, 12 noon - 4pm, hand-in works to Art Moves of Chelsea at Chelsea Self Storage, Blantyre Street, London, SW10 0EQ (delivery to RWA, 23 August)
- If you are arranging a courier from another location, you will need to ensure the work is delivered on one of our hand in days (Friday 23, 1 – 4pm, Saturday 24, Sunday 25 and Monday 26 August 2024, 10am - 4pm) and notify us in advance by emailing exhibition@rwa.org.uk
- 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 at the end of the exhibition.

Section 11: Confirmation of Results

- It is the artist's responsibility to check their results online.
- The RWA does NOT send emails confirming results.
- The RWA is 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.
- Artists must state the catalogue selling price on their submission. Please note this is not the amount they will receive if the work sells. The catalogue selling price includes the RWA's commission of **35%+VAT (totalling 42%)** and it is the artist's responsibility to take this into account when setting their price.
- 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 usually within a month of the sale provided that full payment has been received from the purchaser.
- If an artwork is purchased through the Own Art scheme then please note that payment will be made 1 month after the exhibition finishes. On some occasions an Own Art payment will take slightly longer than this, but artists will be informed if this is the case.

Multiples of Exhibited Artwork

- Selling prices must be rounded to the nearest pound.
- **All multiples 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 (totalling 42%).
- 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 multiples via email once payment is received by the RWA.
- Payment to the artist will be made usually within a month of the sale provided that the work has been posted.
- **In the case of editions, 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, so please factor this in when pricing your editions.
- 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 Saturday 11, Sunday 12 and Monday 13 January 2025 10am – 4pm. Artists will be reminded about this and asked to book a collection slot in December 2024
- 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 ID with them and the artist must email exhibition@rwa.org.uk to confirm they give their permission for this. Work will not be released without this authority.

- Unsold works that have not been collected by 13 January 2025 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.
- If you have arranged for a courier to collect your work, you must email the RWA at least one week in advance at exhibition@rwa.org.uk with details of the collection.
- Regional return transport to London, Exeter and Penzance will be available to book during December 2024, and artists will receive a notification at this time. Dates and times:
 - **Penzance:** Monday 13 January 2025, 4 – 5pm, hand-out of work by ArtWorks in Penzance Harbour Car Park, Penzance
 - **Exeter:** Monday 13 January 2025, 12 noon – 1pm, hand-out of work by ArtWorks at Exeter Motorway Service area, (top of Car Park) Off Junction 30 of M5, Exeter
 - **London:** Thursday 16 January 2025, 12 noon - 4pm, hand-out works from Art Moves of Chelsea at Chelsea Self Storage, Blantyre Street, London, SW10 0EQ

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. (Please note that this is due to the volume of works received and the tight timeframe for installation, which means that the RWA is not able to condition report all works on entry.)
- 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.

Section 15: Copyright

- Copyright remains with the artist; however, by registering online and agreeing to the terms and conditions the artist agrees that their work can be used for the promotion of the RWA and its exhibitions.
- If an artist does not own all of the rights, title and interest in and to a Work, the RWA must be expressly informed in writing of all relevant details concerning all other third parties' rights to that Work. The artist shall indemnify the RWA against all losses, liabilities, costs and expenses in respect of claims made by third parties alleging partial or total ownership of the Work or any rights in the Work, including intellectual property rights.

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.