

Gallery and Shop Stock

Submission of Consignment Prints – Procedures

Data Protection and Commercial Protection Policy:

In accordance with Edinburgh Printmakers' policy on data protection and for commercial reasons, Edinburgh Printmakers reserves the right to keep all customer details confidential.

In the event that Edinburgh Printmakers enters into a sales agreement with a private customer, the customer details will not be disclosed to the artist.

In the event that Edinburgh Printmakers enters into a sales agreement with a public organisation, collection, or gallery etc., Edinburgh Printmakers will communicate summary details to the artist for their records so the information can be included in their biography and on CV's. In the event that Edinburgh Printmakers communicates back to the artist information relating to the sale of work into a public collection, this is on the strict understanding that the artist will not misuse the trust that has been extended and attempt to communicate with the client independently concerning the sale.

Edinburgh Printmakers reserves the right to refuse to represent an artist commercially if they are found to be taking part in any of the following activities:

- Whilst exhibiting work at Edinburgh Printmakers in either the browser or gallery, making arrangements with Edinburgh Printmakers' customers in the gallery or shop area to sell featured work at a discount privately.
- Having been advised of the details of a representative public collection client, contacting the client independently for follow up sales activities.

Consignments for the Castle Mills Shop:

- Members will be informed in writing of upcoming consignment opportunities. This will normally be twice a year (indicatively Autumn: October/November; Spring: March/April)
- Members are free to bring in as many works as they wish, from which EP will select new stock. New consignments should be recent works, and EP may release older work back to you before taking newer work on consignment.
- We will ask you to complete and sign a form to release old stock back to you and a consignment form recording each new print to be signed by yourself and Edinburgh Printmakers.
- We can only accept work on consignment from you if a valid countersigned consignment note has been completed. Members must agree to leave prints on consignment for a minimum period of 3 months.
- Each artist may consign **up to 15 works at any one time** (not including any additional works consigned for a specific exhibition), from a mixture of:
 - Up to 2 framed pieces (max size 90 x 120cm – we have very little space availability for oversized frames, which will be accommodated on a first come first serve basis)
 - Up to 7 loose prints with images to list in the online shop (EP to assist subject to availability of staff time)
 - Up to 6 wrapped works for display in the EP shop (max size 80x60cm)

Please note, this is a guideline only to set some upper limits – there is no minimum.

The display of work is rotated to reflect the range of work available and in relation to customer demand.

Art Fairs and Exhibitions:

- We may invite artists to submit work for exhibition at Art fairs or temporary displays off site. The selection process is entirely dependent upon the format and content of the exhibition/fair and relative to customer demand.
- Following a successful submission, artists will be invited to a consignment appointment. The work(s) to be consigned will be agreed in advance between the artist and Edinburgh Printmakers.
- Members must agree to leave prints on consignment for a minimum period of the length of the exhibition/fair. When the exhibition/fair ends, unsold works will be released to the artist or continue to be held on consignment, by discretion of Edinburgh Printmakers.

Condition of Work:

- Prints consigned to Edinburgh Printmakers should be in excellent condition, printed straight with clean, well-proportioned borders and with clean backs. Bleed prints (prints without border) may also be consigned. We reserve the right to refuse work if it is poorly printed.

- **Unframed works must also be unmounted.**

- Works must be no larger than 90 x 120cm (framed or loose).

- Wrapped works should be backed with stiff card no more than double wall thickness, and not larger than 80x60cm. Cellophane wrapping should be secured neatly on the reverse with tape. Wrapped prints should be labelled on the card backing so as to be clearly visible without unwrapping the print.

Please follow guidelines provided on a separate document. We reserve the right to refuse work if it is poorly packaged.

Essential Labelling:

We can only accept work that has been correctly labelled IN ADVANCE of the appointment with the following information:

- Signed, with title and an impression number; this can be written on the front or reverse of the print.

- All prints must also be clearly labelled on the reverse in pencil, using block capitals with the following details:

NAME, TITLE, DATE, EDITION NUMBER, SIZE

- EP will then add a gallery stock number in pencil on the back to help identify each impression.

Prints for Online Shop:

- Loose prints may be consigned for inclusion in EP's Online Shop. Prints consigned for this purpose should be submitted to EP along with a digital image.

- Images should be at least **1300 pixels** over the longest border. Resolution no lower than **300dpi**. Files should be **no larger than 4MB**. All images should be of high quality and reproduce the colour, tone and character of the work as faithfully as possible.

- Please make sure that the image filename is clearly labelled as follows: 'Surname, First name – Title'.

- FoH staff does not have enough time capacity to scan/photograph all consigned prints but will be available to support where needed.

- Members can use the scanner in the Digital Studio to get high-quality images of their prints. The scanner is bookable through the usual [booking system for the studio](#).

- If you need assistance and would like to learn how to scan and stitch/edit colours on Photoshop please send an email to info@edinburghprintmakers.co.uk and we'll arrange a training session, depending on our availability.

Artist Information:

- Artists may be asked to provide a biography, artist's statement or information about the creation of a print, at the point of submission. This will be used for your own online shop page and for Art Fairs/Exhibitions.

- Artists should submit a current biography and artist's statement (**not a CV**) from within the last 6 months. This should be submitted in a digital format as a text document, e.g. Microsoft Word.

- The biography should be no more than 200 words. The statement should be a general statement about your work (not specific to certain prints) this should be no more than 200 words. If you wish to submit specific information about a print, please make sure this is clearly stated and does not exceed 150 words.

- An artist page complete with biography, statements and information about a person's practice is more likely to entice sales from a customer, as they'd learn more of an artist's background and process.

- Bank details should be sent by email to our FoH team on info@edinburghprintmakers.co.uk or directly to our Finance Admin, Yogesh, on financeadmin@edinburghprintmakers.co.uk with a note relating to consignment.

Release of Prints on Consignment back to Artists:

- Please arrange a collection appointment **at least one week in advance** if you wish to uplift your work before the next arranged hand-in dates.

- When you come in, please bring in your consignment note for cross-reference.

- At the appointment you will be asked to sign a release form.

- If you would like your prints returned by post, you will have to cover the costs of postage and packaging.

Unclaimed Consigned Artwork Policy:

- Artists must notify Edinburgh Printmakers in writing of any change of contact details. Artists must ensure that their current postal and digital contact information is up to date and accurate on the Edinburgh Printmakers database. (Communicating this information informally to studio staff does not count)
- We will notify the artist in writing when work should be uplifted. **EP cannot be responsible for long-term storage of unclaimed prints.**
- In the event that it is not possible to contact the artist due to the artist's failure to notify EP of a change of current contact details, **outright ownership of the artwork will be transferred to EP 12 months after EP first notified the artist of the end of the consignment agreement.** From this point EP has the automatic right to dispose of the work through any means and at any price. Any financial gain made through the disposal of works in this category will be used for the charitable purposes of the organisation.

Commission Terms:

Unframed consigned work: 52% artist commission, 48% EP commission
Framed consigned work: 76% artist commission, 24% EP commission
Artists are responsible for any VAT payable on their proportion of the sale.

Payment:

- EP will provide the artist with a remittance statement of sales together with payment.
- IT IS YOUR RESPONSIBILITY TO KEEP US UPDATED WITH YOUR CURRENT CONTACT DETAILS AND BANK DETAILS OR PAYMENTS FOR SALE OF YOUR PRINTS CANNOT BE MADE.
- To check or update your bank details with us please email Yogesh, EP Finance Assistant:
financeadmin@edinburghprintmakers.co.uk

CONSIGNMENT CHECK LIST

In advance of appointment make sure that:

- Prints to be consigned are no larger than 90 x 120cm (framed or loose), or 80x60cm (wrapped).
- Prints are signed, with title and an impression number.
- All prints are clearly labelled on the reverse in pencil, using block capitals.
- You are aware of how many more impressions are available of each print.
- A high-res digital image is ready to be submitted for prints to be uploaded on the online shop.
- Current biography and artist's statement have been sent to FoH.
- **If your contact or payment details have changed, please notify the member of staff during your appointment.**

Agreement between Edinburgh Printmakers, Castle Mills, 1 Dundee St, Edinburgh EH3 9FP and

Printed Name:

(The artist)

Signed:

(The artist)

Date:

Please sign to say that you have read, understood and accepted the above requirements and terms. We will only accept submission of work if you have signed this document and handed it in at the time of your appointment.