

Consignment Agreement

This agreement is between Edinburgh Printmakers and the consigning artist. All artists consigning should be **current members** of the Edinburgh Printmakers (EP). The artist should have created and rightfully own their artwork(s) listed in the Inventory of Consigned Artwork and wish to exhibit and sell these works. Edinburgh Printmakers is an organisation which, as part of its scope, is engaged in exhibition & display (both internally & externally), public distribution and sale of artwork and desires to represent and assist the artist under the terms of this agreement in the sale of their works, therefore, the parties agree as follows:

- Consignment appointments with Alice, our Sales and Commercial Manager, are open throughout the year and can be made by emailing info@edinburghprintmakers.co.uk.
- Edinburgh Printmakers will select works for consignment at their discretion based on current market trends. New consignments should be of recent works, and EP will release all older work back through a signed agreement to the artist before taking on new work.
- Members must agree to leave prints on consignment for a **minimum period of 6 months**.
- Each artist may consign **up to 10 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)
 - Up to **5 loose prints** with images to list in the online shop (max size 90 x 120cm)
 - Up to **3 wrapped works** for display in the EP shop (max size 80x60cm)
 - If your work is in a different media please discuss in advance of appointment with the Sales & Commercial Manager, Alice, by email to alice.griffith@edinburghprintmakers.co.uk

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 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 at the 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.
- 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.

Essential Labelling:

- We can only accept work that has been correctly labelled and require 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.
- 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 character of the work as faithfully as possible.
- Please make sure that the image filename is clearly labelled as follows: '**Surname, First name – Title**'.
- 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](#).
- 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. This should be no more than **400 words**.
- Please also share links to social channels or websites along with your submission for marketing and sales purposes.
- Bank details should be sent by email directly to our Finance Admin, Yogesh, on financeadmin@edinburghprintmakers.co.uk with a note relating to consignment.

Release of Consigned Prints 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.
- A signed release form is required for any release of works.
- 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 ensure that their current postal and contact information is up to date and accurate on the Edinburgh Printmakers database and any information provided must be in writing.
- We will notify the artist in writing when work should be uplifted. **EP cannot be responsible for long-term storage of unclaimed works.**
- **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.

Pricing:

Edinburgh Printmakers shall sell the consigned artwork at the retail price specified by the artist on the Inventory of Consigned Works. Edinburgh Printmakers may advise on retail prices during the consignment meeting according to market trends. Edinburgh Printmakers will not adjust the retail price for any reason without prior written consent from the artist.

Commission Terms:

Unframed consigned work: 50% artist commission, 50% EP commission
Framed consigned work: 70% artist commission, 30% EP commission
Artists are responsible for any VAT payable on their proportion of the sale.

Insurance: EP shall not be responsible for theft, loss, fire or destruction of any kind to any and all consigned artwork, storage crates, or other related items, however caused throughout the duration of this agreement.

Payment:

- EP will provide the artist with a remittance statement of sales together with payment.

- Bank details should be sent by email directly to our Finance Admin, Yogesh, on financeadmin@edinburghprintmakers.co.uk with a note relating to consignment.
- Edinburgh Printmakers is not responsible for any missed payments. Please inform us in writing of any changes to your contact and bank details.

Data Protection and Commercial Protection Policy:

In accordance with Edinburgh Printmakers' policy on data protection and for commercial reasons, Edinburgh Printmakers reserve 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 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 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 (browser or gallery), making arrangements with Edinburgh Printmakers' customers in the gallery or shop area to sell featured work at a discount privately.
- Using details of a representative public collection client to contact them independently for follow up sales activities.

Miscellaneous

- All modifications, deletions, and/or additions to the agreement must be in writing, signed by both parties, and attached to this agreement.

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

Printed Name:
(The artist)

Signed:
(The artist)

Date:

Printed Name:
(Edinburgh Printmakers)

Signed:
(Edinburgh Printmakers)

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.



Submission Form for Prints on Consignment from Members

Have your contact details changed recently? If so please update your records with a member of staff

Print 1	Print 2	Print 3	Print 4	Print 5	Print 6	Print 7	Print 8	Print 9	Print 10	Title of Print	Medium	Edition no. e.g. 12/40	Print Submitted (tick)		Selling Prices		Paper Size (cm) H x W	Image Size (cm) H x W	Year	Digital Image (if req.)	EP Print Code	label required	
													Unframed (loose)	Unframed (wrapped)	£ Unframed	£ Framed							

Payment terms - With standard print sales, Edinburgh Printmakers takes 48% commission on the selling price. EP will provide artists with a remittance statement of sales together with payment. Payment will be made by BACS unless alternative arrangements are arranged with our finance team.
Data Protection - 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 organization, 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, 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 of sales activities.
Unclaimed Works - It is the artist's responsibility to notify Edinburgh Printmakers of any change of contact or bank details. We will notify the artist when work should be uplifted, we cannot be responsible for long-term storage of unclaimed prints and reserve the right to dispose of works one year after notification to the artist that uplift of work is required. In the event that it is not possible due to the artist's failure to notify EP of a change of current contact details EP reserves the right to dispose of the work through any channel and at any price. Signing this agreement means that the artist understands all of the above terms.

Artist's Signature: _____ Date: _____
 Received by EP Staff Member: _____ Date: _____