

# 7<sup>th</sup> British International Miniature Print Exhibition 2009/2011

## CONDITIONS OF HIRE

**HIRE FEE** £500 for 4 weeks / £ 600 for 6 – 8 weeks (no VAT charged)

### CONTENTS

- **200 framed miniature prints**
- **10 works by invited artists with larger framed works**

NB the contents may vary slightly depending on the final selection in December 2008 – a full list of works will be forwarded as soon as is practicable.

- **Exhibition introduction panels**
- **50 A3 colour over printable posters free** (£30 per 100 for additional)
- **Education activity sheets for schools and visitors and evaluation materials (please make sure these are forwarded with the exhibition)**
- **Exhibition catalogues**

### ONWARD TRANSPORT

Onward transport will be the responsibility of the hiring venue. The exhibition will require a small 'Astra' van or Transit van. Details of onward transportation (destination, date, means of transport) must be agreed with the Printmakers Council (PmC) in advance and where there is a large gap in the programme and storage by either the hiring venue or the onward venue cannot be arranged the exhibition should be returned to PmC.

### CONDITION OF WORK

The hiring venue must ensure that exhibits are unpacked, packed and handled by appropriately trained staff and in accordance with given instructions for the safety of the artwork and personnel. PmC should be notified if any item is damaged, and details noted on a condition sheet.

The hiring venue must ensure that all works are protected from extremes of temperature and light while on show, in store or in transit. Works must be exhibited/stored in secure, insured and environmentally suitable locations. For onward transport, all items should be packed according to given instructions.

### INSURANCE

The hiring venue must arrange cover insurance from the date of receipt of the exhibition to the date of onward delivery. Insurance should be at all risks for the total of £50,000.

### SALE OF WORK

A selling price for each print will be stated on the sales sheet which accompanies the exhibition. Hiring venues must order prints from PmC-held stock and **arrange payment to artists directly**, retaining a 40% sales commission (this commission should include any VAT due on sales commission payable by the venue. An ordering sheet and payment pro-forma is supplied for this process and orders can be made at any time throughout the exhibition period (it is recommended that bulk orders be sent to PmC at the end of each week of the exhibition or at the ends of the exhibition period).

**All print orders will be sent by PmC to the host venue for collection by purchasers.**

### CATALOGUE SALES

A cheque for catalogue sales should be made out to the **Printmakers Council** and sent to them at the end of the exhibition period.

### PUBLICITY

The hiring venue should make all reasonable effort to publicise the exhibition and credit the organisers and funders. A sample press release is available on request.

### CANCELLATION

Cancellation by any venue without another venue being found to take up the slot will result in a 50% charge of the hire fee due by the venue for its exhibition period.