

Apex Community Church Print Wall Agreement

Print Committee

The Tripod Camera Club (TCC) President has designated a Print Committee (PC) to oversee the process of maintaining the Apex Community Church (ACC) print wall and controlling its inventory. The PC will serve as the contact point for TCC, Sugarcreek Photography Gallery (SPG) and ACC. To create widespread opportunity for TCC and SPG members, the PC will rotate prints periodically.

The PC will be solely responsible for the selection, installation, non-sale removal and rotation of prints. It is charged with the role of determining the appearance of the print wall and the appropriateness of the subject matter. It will maintain a current print inventory sheet and ensure that SPG has the most current version of the inventory sheet for sales purposes. Members must follow all PC guidance and abide by all decisions made by the PC so that TCC and SPG remain good guests of ACC. The leadership of ACC reserves the right to veto any print it deems inappropriate for the venue.

Process for Initial Digital Print Submission

- Eligibility Requirements: All active members of TCC and SPG are eligible to participate.
- The PC will announce a request for submission of entries for the print wall. This announcement will include a deadline for submission. Members may submit up to two digital images for consideration.
- Digital format guidelines: Images will be submitted utilizing the “Digital Projection Entry Instructions” which are also used for TCC Projection Competition.
- If members wish to submit a print that is already framed, they must still submit a digital image of the print. This allows for uniformity of the judging process.
- The PC will select images for display on the print wall from the submitted digital images. All decisions are final and binding.

Requirements for Inclusion on the Print Wall

- All works must be suitable for presentation in a professional gallery, wired, and ready for hanging. Works on photographic paper must be framed and under glass.
- The maximum side length of the piece cannot exceed 36 inches, including the frame.
- Members will not remove or swap their artwork from the print wall without coordination from the PC.
- Members will provide a two-week notice to the PC before removal of their artwork from the wall.
- Members grant SPG and TCC members permission to photograph the members’ artwork for the purpose of advertising with the artist or the gallery via social media, webpage, or advertisement. Members retain all copyrights and reproduction rights to their work.

- Members may choose to display only or display and sell their works. If members choose to sell, they will submit an IRS form W-9 to the PC upon displaying their work. Displayed prints that are not for sale will be marked NFS to indicate such.
- Liability Responsibilities. The ACC's existing property insurance covers the artwork and equipment from major occurrences such as fire, flood, and natural events. Loss, theft, or damage to prints due to actions other than the above are the responsibility of the member.

Sales Agent for Print Purchases

- Members may choose to sell their prints. If they do so, SPG will serve as the sales agent for the purchase of prints. Instruction for potential buyers will accompany the prints, and a mechanism for point-of-sale payment will be available to allow buyers to take the print(s) with them at time of purchase. This function protects the ACC, TCC, and SPG.
- SPG will provide the mechanism to conduct sales under its Ohio Vender License, accept payment, record transactions, pay credit card transaction fees, pay sales tax on a monthly basis and issue monthly sales checks.
- To cover these necessary steps, a commission of 20% of the purchase price will be paid by the member. SPG automatically deducts their commission as they send sales checks to the members.
- Due to tax filing requirements, SPG requires an IRS form W-9 from each member who chooses to sell their artwork prior to displaying it on the print wall.
- SPG issues sales checks during the first week of the month for the previous month's sales. Payment from its bank typically arrives the second week of the month.
- If not already accomplished, SPG communicates the sale of the print with the PC and the member.

Agreement

By submitting and displaying their artwork on the wall members agree to abide by the provisions outlined above.