

## Made in DCA Print Studio Exhibition

This year's exhibition will take place in DCA's Centrespace from **Sat 28 September to Sun 6 October** (closed Mon 30 September and Tue 1 October), with a preview event on the evening of Fri 27 September. This print exhibition provides a promotional and selling opportunity for Registered Users of DCA Print Studio.

### Artwork Guidelines

- There is a submission limit of **three** framed prints per user.
- Framed prints should be provided strung or with a similar hanging attachment (e.g. D-rings) already in place on the rear of the work.
- Please deliver framed works in labelled bubble wrap packaging or foam padding that can be reused for when prints are sold or returned.
- Users who intend to submit framed work larger than 80cm tall and/or 120cm wide should contact [lewis.smith@dca.org.uk](mailto:lewis.smith@dca.org.uk) or [claire.mcvinnie@dca.org.uk](mailto:claire.mcvinnie@dca.org.uk) in advance to check hanging arrangements.

### Eligibility

To be eligible to exhibit, users must be actively registered to use the Studio, or renew their Studio registration before **Sun 1 September 2024**.

### Submitting Prints

To take part, please submit details of the work you would like to include via our online form: [surveyMonkey.com/r/PrintStudio24](https://surveyMonkey.com/r/PrintStudio24). This should be submitted by **Wed 31 July**. New prints can be submitted after this date, up until Mon 2 September, but may not be included in promotional material for the exhibition.

### Delivery of Work

Prints can be delivered to DCA from **Tue 17 to Tue 24 September** (excluding Sun 22 September). Please note that DCA Print Studio is closed to the public on Mondays; if you wish to deliver prints on Mon 23 September, please contact the studio in advance on [printstudio@dca.org.uk](mailto:printstudio@dca.org.uk) to confirm that staff will be available to accept your work.

Prints should be submitted to DCA Print Studio in person, where you will be asked to sign a consignment form confirming that DCA will display and sell work on your behalf for the duration of the exhibition, then securely store unsold work until it can be collected.

Bank details will also be taken at this point to allow for prompt payment following any sales. Standard DCA print consignment commission (48% of the selling price) will apply to all sales, with payment made to printmakers within 28 days, pending confirmation of bank details.

## Packaging of Prints

When submitting your framed works for exhibition, please wrap them individually in an envelope-style package. This allows for the work to be packaged safely and easily when sold or returned.

This can be achieved by either purchasing a stiffy bag ([stiffybag.com](http://stiffybag.com)) or making your own envelope-style bag using bubble wrap and parcel tape (see the example below). You are welcome to use the parcel tape in DCA Print Studio for this. Please do not use masking tape.



Make sure your package is labelled clearly with the following information:

- Name
- Artwork title
- Medium
- Price

## Collection of Work

Unsold work can be collected from DCA Print Studio from Wed 9 to Sat 12 October. As prints will be stored in a secure area separate to the studio itself, it may take a few minutes for staff to collect and hand back your work – please be patient while staff retrieve your work and take this into account if parking close to the building. You can also contact the Print Studio team in advance if there is a specific date and time outwith the above dates that you wish to collect.

## Deadlines

- Wed 31 July - Artwork information submitted
- Tue 17 - Tue 24 September - Delivery of artwork to DCA Print Studio
- Fri 27 September - Preview for exhibitors, family and friends
- Sat 28 September - Sun 6 October - Made in DCA Print Studio Exhibition
- Wed 9 - Sat 12 October - Collection of artwork

## Contact Information

The Print Studio team can be contacted on **01382 432475** or via email at **printstudio@dca.org.uk**

Specific queries about the exhibition should be directed to Claire McVinnie, Print Studio Coordinator, at **claire.mcvinnie@dca.org.uk** and/or Lewis Smith, DCA Sales & Retail Manager, at **lewis.smith@dca.org.uk**

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