



CCBC CORPORATE PROGRAM

Artist Agreement (draft)

Please review this document carefully.

Background

CCBC Corporate Program is a commissioned work and rental program operated by the Craft Council of BC. The aim for this program is to bring awareness to organizations and industry professionals of our artists' work for their own projects. Some examples of this are:

- Interior designers to commission a unique piece to bring their vision together for their client
- Local organizations to commission pieces as gifts and awards for their employees
- Property managers and hotels to commission pieces as décor for their offices and boardrooms
- Production companies and property stagers renting pieces for specific time frames

For participating artists, CCBC Corporate Program provides them with an additional avenue to generate revenue as well as gain some incredible exposure. With CCBC's growing network of 250+ businesses, artists are able to expand their audiences in BC's corporate world.

The lookbook

As a benefit of participating in the CCBC Corporate Program, CCBC will be curating and publishing a Lookbook featuring participating artists and a variety of their work. This Lookbook will be published online, updated frequently and use for promotion.

We gratefully acknowledge that we work on the unceded homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Selilwítlh (Tsleil-Waututh) Nations

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office: 604.687.6511 | shop: 604.687.7270 | email: contact_us@craftcouncilbc.ca
charitable # 10699 0955 rr0001

Commissioned work and rental policy

Qualifications

- Only current Professional Artists of CCBC who have passed the SOQ, are eligible to participate in the CCBC Corporate Program. If membership is not renewed, artists will be removed from all facets of the program including Lookbook publications and program promotions.
- CCBC only represents Canadian work. This can be work by Canadian citizens living abroad or any resident of Canada. A preference is made towards accepting work by residents of BC.
- Work, professionalism, and artist communication is reviewed annually to ensure that it meets our Standards of Quality.
- The artist is responsible for providing CCBC with images of their work for the Lookbook as well as other promotional initiatives. These images must meet a minimum standard. It is up to CCBC discretion whether the images will be used or not.

Our Policies

General

- CCBC reserves the right to add and remove artists from the CCBC Corporate Program as they see fit. E.g. artists who do not meet minimum communication requirements.
- All payments will be made through CCBC and then disbursed to the artist
- All work commissioned and rented through CCBC Corporate Program is to be processed by CCBC.

Commissioned Pieces

- For commissioned pieces and limited edition pieces, customers will pay:
 - a **50% deposit** at the time of ordering, which CCBC will issue to the artist asap
 - should the artist not be able to complete the work as agreed, they will be responsible to returning the 50% deposit to CCBC
 - the remaining **50%** is payable upon receipt of the work, when CCBC will deduct our **20%** commission

Rental of Artwork

- For rentals, customers are required to pay the full rental cost up front in addition to a **refundable damage deposit** (via credit card) equivalent to the retail value of the item(s) renting.
 - The rentals cost will be assessed at 20% of the total retail price/per week. E.g. to rent a \$100 piece for oneweek, it would cost the customer \$20.

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Payment

- Artists will receive 80% of the retail price, while CCBC will retain the 20% balance.
- For rentals of existing pieces, artists will receive 50% of the total rental fee.
- Monthly payments for sold items are made by cheque. This is issued to the artist on the in the following month on the 15th. E.g. Customer orders paid in January will be sent by cheque on the 15th February.
- A detailed order Settlement Report is shipped with the artist's cheque.
- Please inform CCBC if you are GST registered upon registration, and include your GST number.
- All cheques must be cashed within 6 months of the issue date. Cheques not cashed will not be re-issued.

Marketing

- One of the advantages for the CCBC Corporate Program is that images of their work will be published in an online Lookbook as well as in other printed materials.
- Agreeing to participate in the CCBC Corporate Program immediately provides CCBC with consent to publish your work and your information for CCBC Corporate Program marketing purposes with appropriate credit to the artist.
- CCBC retains the right to display and market products through our marketing channels. This includes our web site, social media, advertising, promotional materials, and events.

Artist's responsibilities to the CCBC

Products

- All products (commissioned, limited edition works, and those readily made for rent) must meet our Standards of Quality.
- We ask that artists notify us about any new work they feel might be suitable so that we can keep our selection fresh and vibrant.

Pricing

- We ask that you maintain consistency in your prices for commissioned work relative to pieces that are located throughout any of your external retail outlets and studio sales.
- If an artist wishes to make changes to their prices, please notify us in writing, including a list of items affected.
- The customer is responsible for shipping costs from the artist, unless the artist is able to hand-deliver the order to CCBC Granville Island.
- The customer is responsible for returning rented items to the artist or CCBC for collection.

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Image Guidelines

- CCBC reserves the right to not include artists and their images in all CCBC Corporate Program publications should their images not meet minimum standards. In order to ensure your images are successful, please note the following:
- We recommend sending two types of images: product only and lifestyle shots.
 - Product only photos are shots of your pieces against a white/plain background, with no other props or clutter.
 - Lifestyle shots are staged photos of your pieces in-situ with use of additional props
- Please send the highest quality/largest size images possible.
 - Photos must be a minimum of 1800 x 1200 pixels, and 300dpi.
 - Largest possible file sizes are always recommended to produce best results.
 - Photos must be in JPEG format.
- We recommend using a 5 megapixel digital camera or better and use the highest quality setting when you shoot.
- Please do not distort images by applying photo filters or special effects.
- Be sure that photos are not blurry and are focused in the correct places.
- Proper lighting is an important aspect for every photo. Too much or too little brightness or using a flash often results in dim colors, harsh shadows or overexposed (overly bright) areas.
- There should be no text or watermarks on images. E.g. artist names and date/time stamps.
- We do not accept scanned images.
- When in doubt, hire a photographer! Having good quality images of your pieces is extremely important for your own marketing use and make for a much more effective website or social media feed.

Professionalism

- Only accept commissions that you are capable of completing on time and that will represent your work to the highest standard.
 - Any commissions not completed on time may lead to the artist's removal from the program
- CCBC reserves the right to decline any work that we believe does not meet our SOQ.
- Artists must respond to customer inquiries and questions within 48 hours.
- Artists must provide customers with a timeline of when they can expect to receive commissioned pieces. Please take shipping times (if any) into account when assessing time frames.
- All communication must be conducted via email to ensure proper documentation is available when needed.

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