



## Printing Associate Information

### Printer Orientation

All Printing Associates must complete a \$20 Printer Orientation before using the Epson P5000 printer. If you are already familiar with the printer, the requirement for a Printer Orientation may be waived at gallery's discretion. Contact Eric Boutilier-Brown ([ericbb@photoworkshops.ca](mailto:ericbb@photoworkshops.ca) / 902-221-0357 voice/text) to set up a time for your printer orientation.

### Membership Payment

A Printing Associate Form must be completed and forwarded with payment in full to the Treasurer before a Printing Associate Membership is active. Please note all Printing Associates must also be Friends of the Gallery in good standing (minimum \$50/year donation).

### Printer Booking Process

Printer bookings by Printing Associates may be made by e-mail, text or phone, through Eric Boutilier-Brown ([ericbb@photoworkshops.ca](mailto:ericbb@photoworkshops.ca) / 902-221-0357 voice/text). Printer Bookings must fall within regular business hours and must be made at least 24 hours in advance.

A booking that extends to the end of business hours requires a Printing Associate to finish printing 30 minutes before closing, to permit time for tidying the work space, paying for the printing fee, and exiting the gallery by closing time.

**Gallery Business Hours** are as follows:

Thursday to Sunday, noon to 5pm (last print has to be completed by 4:30pm)

Please note that ViewPoint Gallery is closed from December 24 until the New Year.

### Printing Payments

All printing fees must be paid at the completion of each printing session.

The printing fee is \$9/linear foot of 24" wide paper (\$0.75/linear inch 24" wide).

Printing fees are based upon the total length of paper used, not print size.

Payments may be made in cash, credit cards or cheque, but all credit card charges will incur an additional 10% processing fee.



## Printing Associate Registration / Renewal Form (2018)

**"Inspiring, Engaging & Promoting the Art of Photography."**

Printing Associate fee:

\$10/month, 6 month minimum, \$120 annually (\* must be a Friend of the Gallery in good standing). Payment be made by Cash, Cheque or Credit Card (credit card payments will incur an additional 10% service fee). The gallery does NOT accept debit payments.

I understand and accept the following terms and conditions:

1. I will complete a Printer Orientation session before using the gallery printer.
2. I acknowledge that printer bookings are limited to available times during business hours.
3. I will make printer bookings at least 24 hours in advance
4. I shall leave the ViewPoint Gallery workspace in the condition I found it, and will not leave behind any work materials or property.
5. I acknowledge I have to finish printing 30 minutes before closing, and am aware I must exit the gallery by closing time.
6. I will accurately record and report the total paper used during each printer session.
7. I am aware I must pay printing fees at the completion of each session. I acknowledge that payment may be made by Cash, Cheque or Credit Card (credit card payments will incur an additional 10% service fee). The gallery does NOT accept debit payments.
8. I realize that failure to comply with any of the above terms and conditions may result in the suspension of printing privileges without refund or compensation.
9. I acknowledge that ViewPoint Gallery accepts no responsibility for any loss or damage to my property, and that property left at the Gallery is done so at my own risk.

Name:

Mailing Address:

Phone:

Email:

Signature: