

The Hamilton Wood Type and Printing Museum Visiting Artist Agreement and Policies

A 'Visiting Artist' is defined an artist/printer or designer who wishes to use the pressroom facility of the Hamilton Wood Type Museum ostensibly unsupervised.

The conditions of use are as follows:

- The visiting artist must be a member of the museum in good standing.
- The visiting artist must make advance arrangements for their visit.
- The visit may not be greater than 4 weeks in length.
- The visiting artist may use Any Showcard Press with minimal instruction/introduction. The artist must have a demonstrable knowledge of the Vandercook proof press, in order to use them. The visiting artist may not use the Chandler & Price Platen Presses. If training is required see apprenticeship/training below.
- The visiting artist must sign and acknowledge a waiver of liability for the museum. This waiver must extend to their assistant if an assistant is present.

To use the museum's collection Hamilton must be informed in advance of the types of projects you will work on during your visit and the equipment you expect to use. Please submit a completed *Visit Request/Project Proposal* form to be approved by the museum at least one month before your visit. Because the museum hosts visiting printers quite regularly, the earlier your form is submitted, the better.

Information

This residency was established to provide opportunities for artists to research and develop their own practice, to further the professional development of artists by enabling the creation and production of new work, and to foster an exchange of ideas and influences.

Hamilton's rural setting provides a tranquil space to live and work while creating work. The museum and pressroom are located in what was previously a manufacturing facility on the shores of Lake Michigan, which provides a unique working environment. The 45,000 sq. foot museum hosts a 5,000 sq. foot working letterpress studio and three studios specifically for working artists. There are dozens of vintage presses and over 350 cases of type. Wireless internet access is available in museum, but artists must have own computer. The museum and pressroom are both wheelchair accessible, however housing may not be; please call before applying to discuss specific needs.

Fees

Membership is the price of entry to the pressroom facility at Hamilton, in addition to membership the printing fee for the artist is \$100 for each day, this cost is per person and includes assistants. Membership dues at any level are required to be paid before your arrival. You may become a member or

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 Hamilton Wood Type
& Printing Museum
1816 10th Street
Two Rivers, WI 54241
920-794-6272
www.woodtype.org
info@woodtype.org

renew your membership online at www.woodtype.org/support/membership or in person at the museum.

Hamilton requires all equipment renters to be trained specifically for the equipment they wish to use. This means having previous experience letterpress printing or by attending one of Hamilton's workshops. Hamilton reserves the right to require re-training when it deems necessary and to deny use of equipment for any reason. If the artist does not have demonstrable knowledge of a Vandercook press and they wish to use the Vandercook presses they can schedule a 1/2 day apprenticeship and training with the director or staff at the museum at the cost of \$125 flat rate (for up to 6 people.)

If any cleaning must be done in the pressroom or to the museum after you have left the museum there will be a \$20 fee for each hour of work. If your work remains after you have left The Hamilton Wood Type and Printing Museum and you wish to have it packaged and shipped (when dry) the museum charges a minimum \$75 fee to handle the work, plus shipping charges, an estimate of these costs will be given before you leave the museum. No work can be shipped flat unless you provide the container.

Printing Fees for Members (Example):

1 Artist and Assistant for 3 days requiring instruction with 35 prints which need to be shipped (domestic) will be calculated at the following:

Membership at any level +

3 days @ \$100.00 x 2 persons +

Instruction for Vandercook presses @ \$125.00 (for both persons) +

\$75 for handling +

Shipping costs

Printing fee deposits are required in order to be confirmed on the Hamilton pressroom schedule. All deposits are one half of the estimated fees and are non-refundable. Printing fee deposits must be paid upon acceptance of dates at the museum. If you fail to pay your deposit your reservation at Hamilton may be cancelled.

Payments

Your non-refundable deposit of half the estimated cost may be made by check, credit card or PayPal. To pay via check, please make it payable to Hamilton Wood Type & Printing Museum and mail it to 1816 10th Street, Two Rivers, WI, 54241. To pay via credit card call us at 920- 794-6272 with this information.

When your work is completed by 5 p.m. your last day and you are prepared to leave Hamilton all fees, purchases, and assessments must be paid in full.

Pressroom Hours

The Hamilton pressroom is open for visiting artists from 9:30am-5 pm Tuesday-Saturday. The pressroom and museum is closed at 5pm. All cleaning of equipment and presses must be complete by 5pm. You should spend a minimum of one hour cleaning the pressroom after finishing your work. A

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surcharge of \$20 per hour is assessed if the pressroom is not clean and closed by this time. There is no opportunity for printing past these hours.

Works

The works produced in the pressroom of the Hamilton Wood Type Museum must have a Hamilton indicia imprinted on the work. Pre-set type, magnesium plate blocks, and stamps with this information are available to use, as well as the logo in a variety of sizes of wood blocks.

The museum retains the first right of refusal for 10% of the work produced in the pressroom and at the discretion of the director or assistant director the museum may sell these works online or at the museum store. If you wish to influence the pricing of these works please speak to one of the directors before you leave. The museum store is currently configured as such: <http://woodtype.org/store>

The director will acknowledge the visiting artist if the works are offered for sale. The visiting artist does not relinquish ownership of the works or any intellectual property of a derivative, or composed work. Specimen sheets of wood type, borders, or ornaments in the museum are not derivative works or composed works and shall remain the property of the museum. The printing of any specimen sheet must be cleared in advance of it's printing with the director.

Type in the Museum

The type available for printing in the museum is already assembled in the pressroom in various cases and cabinets. The visiting artist is expected to return the type to the same location once the work is complete. Please use galley sheets to mark the place of your selections. The type must be clean when returned. If the artist is unclear in any regard to the location of the type or the condition of the type, the artist must see the director. If for any reason the type is damaged during handling with the artist, the type must be repaired and therefore the artist must bring the specimen to the director. If the type is not in an ideal condition for printing, (clean and complete) see the director.

Ink and cleaning supplies are provided (inclusive). There are gloves available when handling the solvents. If you see any supplies running low please inform the staff.

Paper

Each visiting artist, should bring the paper they wish to use with them, proofing sheets are available at the museum for a fee. The museum has the right to refuse the use of certain paper at the museum, for example, handmade paper is not suitable for presswork. If you have any questions or concerns about this please contact the museum before your stay at the museum.

To send your paper ahead of time please address it to:

'Your Name' C/O Hamilton Wood Type & Printing Museum
1816 10th Street, Two Rivers, Wisconsin 54241

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Equipment Available

Two table top paper cutters
Two Vandercook SP 15's
One Vandercook 320
Five 14.5" x 22.5" sign press
One 25" x 34" sign press

One 28" x 45" sign press
Many cases of wood and metal hand type
One light table
Drying racks
Printer's furniture, quoins, quoin keys

Acknowledgement

I hereby acknowledge that I have read, understand and agree to the policies of the Hamilton Wood Type and Printing Museum.

Signature: _____

Print Name: _____ Date: _____