



ARTIST SUBMISSION GUIDELINES

All info, docs, and links are also available via the Loupe Artist Portal - <https://info.loupeart.com/access-portal>

1. Uploading Art

- Upload your files via DROPBOX. Each file **MUST** be labeled with same “Title of Work” as on your Artist Submission Form/Worksheet.
- If you have multiple untitled works, please number them (i.e. “Untitled 1, Untitled 2...”) on both the file itself and on the Artist Submission Form/Worksheet.
- We encourage you to submit as many works as you wish. Each piece is selected based on its artistic qualities and suitability for streaming. We aim to review and onboard selected works to all appropriate art playlists within 30 days.

Submit your highest resolution images possible to accommodate for a variety of screen resolutions, while also keeping in mind the following **minimum** requirements:

- 1) **REQUIRED – Minimum file size of 3840px long side jpeg for 4K streaming.** Please use the Color Profile sRGB for optimal screen display. *(1800px long side jpgs may be submitted only if larger files are unavailable. Please discuss with Curator in advance.)*
- 2) **FOR MARKETPLACE (print sales only) -** Printable files 16bit TIFF at 240dpi using Adobe 1998 Color Profile. **Ideal minimum file size: 5,000px on long side** to accommodate our largest print size.

2. Artist Submission Form or Worksheet (Required)

You will need to complete the brief Artist Submission Form for submitting works individually OR a personalized Artist Submission Worksheet (for multiple images) that will be created and shared upon execution of your artist agreement. Please use whichever method works best for you. **If no description is provided, Loupe will add the artist statement or bio to maintain presentation consistency.**

3. Artist Agreement (Required)

A review copy will be shared by the curator and when you are ready to execute, the agreement will be emailed for secure signature via Docusign. This Agreement covers the basics of how we will represent and market your art, that we require you own the copyright and are sole owner for all work submitted.

4. Artist Bio, Artist Statement and Headshot (Required)

Submit via email to the curator a two-three sentence (240 characters) Artist Bio including city where you are currently based along with your Artist Statement and Headshot.

5. Loupe Marketplace (Optional) - Info and Required Forms

In order to sell fine art prints through Loupe, **you must execute via Docusign a Reproductions Addendum and a W-9 or a W-8BEN for international residents.** *(Instructions for completing W-8BEN and submitting bank wire info will be sent separately by Curator)* U.S. artists will be paid by check mailed through USPS and artists outside the U.S. will be paid via wire transfer.

Loupe Marketplace Guidelines

Review the following guidelines for more detailed information on original art and print sales.

Artists receive 70% on any work sold with a 30% commission to Loupe.

Print Sales:

Loupe offers open edition fine art prints in three sizes that ship directly from our fine art print fulfillment partners. Prints do not include a certificate of authenticity.

- **Pricing:** Please specify the original art price in the Artist Submission Worksheet to display on the marketplace as a point of reference for the customer. Loupe is offering two print pricing tiers based on the value/price of the original work **or at your discretion:**
 - Original Art price is \$1-\$2999 = [\$75.00, \$116.25, \$225.00]
 - Original Art price is \$3,000-MAX = [\$142.50, \$220.88, \$427.50]
- **Paper Stock/Printing:** Loupe is pleased to be working with Hahnemühle Premium Papers. Our museum quality printers provide precise color matching, premium paper quality, expert proofing and archival printing techniques.
- **Print Sizes:** Print sizes are as follows: 11" x 14", 16" x 20", 24" x 36". Each print follows the art's original proportion—length matches longer side of selected print size, width retains original aspect ratio. The image has a 1/2-inch border.

Artist Payments:

Print Sales – Payments are made quarterly. The Total Earnings detailed in your Artist Quarterly Statement will roll over to your next statement until you meet the minimum payment threshold of \$200.00. Payments will be sent by the 20th of the month following the end of the quarter. All cumulative yearly sales (even those falling under the minimum payment threshold) will be paid in full in January.

Thank you for your participation and please direct any questions to curator@loupeart.com