

## Welcome and thank you for becoming a member of PingHub Network

This means that you had signed up as one or more of these membership categories:



With one of these Established Local PingHubs, Pending and Future Local PingHubs as they are setup all over the world, <http://www.thepinghub.com/pinghub-locations.html>



## & Pending and Future Local PingHubs

### 1.0 As a Member you can be on our website, [www.thepinghub.com](http://www.thepinghub.com)

- Share the story of your journey
- Be featured on <http://www.thepinghub.com/featured-core-artists.html>, subject to selection
- Participate in events and exhibitions, subject to contract
- Advertise, promote and sell products & services
- Promote your events and exhibitions
- Link to your website

#### 1.1 Submission for the Website

- The story of your journey, 200 words to 500 words
- Contact details – name, title, email, mobile/tel. and website
- Your logo and photo ideally in PNG or Jpeg
- Images should ideally be in PNG or Jpeg and at least 1000 pixels (555 KB)

#### 1.2 Submission for the Online Shop

- Images for printing - PNG or Jpeg at least 5MB or 5,120 KB (Note 1 MB = 1.5 million bytes)
- Images for T-shirts – PNG or Jpeg at least 5 MB or 5.120 KB (1 MB = 1024 KB)
- Videos in MP4 or Quicktime

## Members listing on the Website

**Core Member** – Creative Individuals & Enterprises

- <http://www.thepinghub.com/pinghub-artists.html>
- <http://www.thepinghub.com/masterclasses.html>

**Supplier Member** – Approved Supply Chain for Products & Services

- <http://www.thepinghub.com/suppliers.html>

**Corporate Member** – Sponsors of Projects, Events & Exhibitions

- <http://www.thepinghub.com/sponsor-members.html>

## Marketing & Social Media for Projects, Events & Exhibitions

<http://www.thepinghub.com/pressroom.html> & <http://www.thepinghub.com/events.html>





& <http://www.thepinghub.com/news>



## **Guidelines for Submission**

### **1. Website**

#### **1.1. Logos**

- 1.1.1. JPEG
- 1.1.2. PNG
- 1.1.3. TIFF

#### **1.2. Images and Photographs Dimensions**

- 1.2.1. 800 pixels high
- 1.2.2. 800 pixels x 800 pixels

#### **1.3. Story and Journey or Featured Article in “Words for Windows”**

- 1.3.1. Between 300 – 500 words
- 1.3.2. Fonts: Helvetica Neue regular or Arial
- 1.3.3. Contact details: mobile, email
- 1.3.4. Social media link
- 1.3.5. Website link

#### **1.4. Videos**

- 1.4.1. MP4
- 1.4.2. QuickTime Movie

#### **1.5. Timelines**

- 1.5.1. Provide as soon as possible
- 1.5.2. Takes 1-2 weeks to upload onto website

### **2. Exhibition**

#### **2.1. Logos**

- 2.1.1. JPEG
- 2.1.2. PNG



2.1.3. TIFF

**2.2. Images and Photographs Dimensions**

2.2.1. Dimensions: 4,000+ pixels high

**2.3. Videos**

2.3.1. MP4

2.3.2. Quick Time Movie

**2.4. Story and Journey or Press Release or Profile in “Words for Windows”**

2.4.1. Between 300 – 600 words

2.4.2. Fonts: Helvetica Neue regular or Arial

2.4.3. Contact details: mobile, email

2.4.4. Social media link

2.4.5. Website link

**2.5. Timelines**

2.5.1. Once MOU agreed, provide the above for PR & Marketing – posters & leaflets

2.5.2. For Press Release

2.5.3. Before the Exhibition

2.5.4. After the exhibition for inclusion in PingHub Shop – see above, 1.0 Website



# Terms and Conditions of Trade

## A. Local PingHubs

**PingHub UK**  
Based in London  
Exhibitions & Events  
at Stakeholders  
Venues

**PingHub Malaysia**  
based in Penang  
Exhibitions & Events  
at KKG &  
Stakeholders Venues

**PingHub China** based  
in Beijing  
Exhibitions & Events  
at Stakeholders  
Venues

**Pending & Future  
PingHubs**  
as they set up in other  
Countries &  
Continents

&

### 1. Events & Exhibitions

#### 1.1 Sales Commission

1.1.1 30% on the Sales Price

#### 1.2 Orders, Shipping & Delivery

1.2.1 The Orders placed at the Exhibitions and Events

1.2.2 The Local PingHub will ship and deliver the art work to the buyer

#### Notes:

- The above sales commission rates are recommendations only. As companies incorporated in their respective countries, each Local PingHub can set their own rates.
- The Sales Price to the buyer excludes local custom duties & taxes

## B. PingHub International

**E-COMMERCE  
Online Shop**  
[www.thepinghub.com](http://www.thepinghub.com)

### 2.0 E-Commerce – Online Shop Sales

#### 2.1 All Art Work, Clothing & Accessories, Designer Products

2.1.1 Transaction fee: 15% on Sales Price

2.1.2 As a member you can list up to 5 items at no charge

2.1.3 After 5 items, it will cost £0.50 to list each additional item

2.1.4 No payment processing fee

#### 2. Made by Hands & Craft Products

2.1. Transaction fee: 5% on Sales Price

2.2. Payment processing fee: 4% + £0.20

2.3. As a member you can list up to 5 items at no charge

2.4. After 5 items, it will cost £0.50 to list each additional item

#### 2.3 Shipping & Delivery

2.3.1 Orders placed via the website, [www.thepinghub.com](http://www.thepinghub.com)

2.3.2 Unless otherwise agreed, the Artist will be expected to deliver the finished art work to the buyer

\*\*\* See <http://www.thepinghub.com/terms--conditions.html> for more detailed terms and conditions.

**Payment to Artist:** Exhibition & Event by Local PingHub and E-commerce by PingHub International

- Once the buyer's payment is banked and cleared, and within a 15 days period after that, the Local PingHub or PingHub International will make payment to the artist.

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- Payment to the artist will be Sales Price minus postage & packaging, sales tax, transaction charges & exchange rates, printing & framing costs.
- E-commerce Artist's Image or Design on T-shirts, sales via Teespring – Artist is one third of Net Profit

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