

Screen Printing Studio Rules/Guidelines

We are very excited to make this studio a valuable resource for all of our printer friends, and in order to keep it that way we ask that you follow some guidelines when you use the space.

1. Reservations must be made at least **48 hours in advance** by emailing order@suspiciouspackage.de. Those of you who have taken the Screen Printing Workshop with us have been added to our online calendar where you can see availability to make your requests. Once your reservation is confirmed, the Studio Managers will add it to the online calendar.
2. A **50€ cleaning deposit** will be due with your payment in advance of your day of printing. After you have checked out of the space, if everything is properly cleaned and put back in its place you will be **refunded the deposit in full** after we review and close the shop up for the night.

These responsibilities include:

- **Washing and cleaning** out any scoop coaters, squeegees, ink pots, and screens.
- Properly putting unused inks or emulsion **back into their containers**. If you mix a special color, please have a jar or sealed container available so you can store it separately and not contaminate other inks. If you store any inks, please clearly mark them with your name and date with some masking tape.
- **Cleaning any spilled inks or emulsion** on counter tops or floors.
- Ensuring any dirty paper towels, wooden spoons or tongue depressors, screen tape, and any other trash is **placed into the provided trash bins**.
- **Shutting off** all heaters, exposure unit, lamps, pressure washer, as well as shutting the water tap under the sink off.

Failure to complete these basic tasks will result in an automatic forfeit of your deposit.
Repeat failures or disrespectful behavior will result in total expulsion from the space.

2. **DO NOT** use any screens, inks, inkjet printers, or shop supplies that you haven't been pre-authorized to use or which do not belong to you. Anyone using a rented screen or with ink/equipment stored at the shop will have a name clearly labeled on it. Please leave these items alone and only use what we have agreed upon.
3. **DO** be mindful of spilling ink or chemicals and try to clean them up immediately when it occurs. If you are ever unsure of how to deal with a spill or accident, call one of the studio managers immediately (info below).
4. **DO NOT** disturb anyone's prints on the drying rack. We ask that everyone clearly mark the shelves they are using on the rack, and to try and get their prints out by the following day when their items have had a chance to properly dry. Please do not take any printed items that do not belong to you.
5. **PUT BACK** all items exactly where you found them once done with using them. This way the shop stays running smooth and everyone can find exactly what they're looking for, when they need it.

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