



GENERAL INFORMATION

PROCESSING TIME:

It can take 3 to 15 days to process your music for release after audio along with your completed cover art(s) are received. Failure to submit the correct audio and/or artwork in the required specifications can delay your submission and lengthen your processing time.

PRE-RELEASE STRATEGY and LEAD TIME:

We strongly recommend at least 30 days lead time after submitting your music to fully execute pre-release marketing and promotional strategies to better position your upcoming releases for success.

ARTWORK REQUEST:

Cover art can be request from us by submitting an Artwork Request form to artwork@hapilos.com a minimum of \$65 USD deposit is required for each cover art requested.

ADDITIONAL SUBMISSIONS:

After your label has been set up with 21st Hapilos, additional content can be submitted at any time to our Submissions Department by emailing submissions@hapilos.com , by contacting your assigned Label Representative, or by delivery in person to our business offices.

When submitting via email, your audio file(s), cover art(s), and requested release date must be sent to submissions@hapilos.com with your label name and the words **"New Submissions"** in the subject line of the email.

Example: "Your Label Name, New Submissions"

Your audio files **MUST** be properly labeled with the name of the Single, Album or EP, along with the artist(s) name(s). Each track on an Album or EP must be correctly named in the audio file with the name of the song including the artist name.

ISRC and UPC:

International Standard Recording Code (ISRC) is the international identification system for sound recordings and music video recordings. Each ISRC is a unique and permanent identifier for a specific recording. It provides the means to automatically identify recordings for royalty payments.

ISRCs are generated free of cost by 21st Hapilos when your music is submitted for release. Each single or each track on an album will be assigned its own ISRC. This can be found beside the track name when you access your label account on our Digital Dashboard System.

Universal Product Code (UPC) is the unique 12-digit number that appear under the barcodes of any products internationally. This is used to identify an individual product worldwide. (In this case your music release).

Different UPCs are generated for each release whether that release is an Album, Riddim, or EP containing multiple tracks, or that release is just a Single. Each track on an Album, Riddim or EP will NOT get its own UPC. The UPC is assigned to the Riddim, Album or EP only.

SALES and ACCOUNTING:

Revenues are reported approximately 3 months after a sale is made by one of our retailers. Payments and statements due to your label are then processed and paid 30 days after revenues are reported.

Example: Sales made in January will NOT be reported to us until March. Statement and Payment for these January sales will then be processed and made to you in April. This means your first payment and statement will be due 4 months after your first sale.

You will be required to submit a completed Payment Information form with your payment details to receive payment.

After your first payment and statement, you will then begin to receive payments and statements on a monthly basis, assuming there are continuous sales being made from your catalog each month. Payments and statements are due on the last Friday of each month.

ROYALTY REPORTING and ANALYTICS:

You will be provided with access to our royalty reporting system where you will be able to access your monthly statement along with sales data and analytics and further track your releases' sales and revenues as they are reported.