



(Please print clearly)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

**The Center for Fine Art Photography  
Exhibitor's Information Form**  
**Colorado Photographers Exhibition October 2 – October 6, 2007**  
***This form is due at the Center by August 27, 2007***

**Mail to:** The Center for Fine Art Photography  
201 S. College Ave., 3<sup>rd</sup> Floor  
Fort Collins, CO 80524 (970) 224-1010

**OR** **Email to:** exhibitions@c4fap.org  
(word document preferred)

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home/Cell \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_ \*Website \_\_\_\_\_

We would like to recognize your citizenship, so if you are a non-U.S. citizen, please note your home country:  
Country: \_\_\_\_\_

**TITLES AND VALUES OF WORKS**  
Title of Work

|          | Exhibit<br>Retail \$ | Silent *<br>Auction \$ | Shipping<br>Insured \$ |
|----------|----------------------|------------------------|------------------------|
| 1) _____ | _____                | _____                  | _____                  |
| 2) _____ | _____                | _____                  | _____                  |
| 3) _____ | _____                | _____                  | _____                  |
| 4) _____ | _____                | _____                  | _____                  |
| 5) _____ | _____                | _____                  | _____                  |
| 6) _____ | _____                | _____                  | _____                  |

Print Media (i.e. silver gelatin print, c-print, digital, etc.)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

- Shipping Insured Value: This is the value you wish to insure your work in return shipment. *Please note that some transport companies do not insure, or will not insure for the entire replacement cost of original art.*
- Print Media: Please indicate the media on which you printed the image displayed in the exhibition. We are NOT looking for the type of printer you use or the name brand of inks if inkjet prints. Typical media statements are: selenium toned silver gelatin print on archival rag paper, archival inkjet print using pigment ink on watercolor paper, scanned image printed on inkjet paper or traditional color print, etc. It is very important to note if you used archival printing and framing.

- \*Silent Auction Value: During most exhibitions, the Center conducts a Silent Auction. This has proven to be a successful way of increasing the sales of artwork. If you wish to have any of your work included in a Silent Auction, state a minimum bid for the work as exhibited (frame included). Usually a minimum bid price of 60 – 70 percent of the Exhibited Retail value is most effective. The artist will receive 60% of the sales price (40% to the Center).

**Exhibition Presentation:**

For this special exhibition, The Center requires all accepted work be printed and enclosed in a 16 x 20 inch mat. All work will be displayed in the Center behind glass using L hooks. At the same time, the Center recognizes that some work (avant garde, mixed media and experimental work, for example) incorporates the “framing” as an integral part of the presentation. If this applies to your work, please contact the Center.

Otherwise, the Center will **require** that all work adhere to the following:

- Matted image size will be 16 x 20”
- Work is **not** to be framed, but matted only
- *Bright white* mats are required. They may be single, double or triple (off white or cream is not acceptable)

**I will (check one):**

\_\_\_\_ Send my matted print to the Center by October September 24

\_\_\_\_ I will hand deliver my matted print to the Center the week of September 24

**Attending Artist’s and Public Reception:** The Center holds an artist’s and public reception for each show in the gallery. This is held during the Fort Collins Gallery Walk from 6 – 9pm on the day of the planned event. If you plan to come to Fort Collins for the public reception, please indicate below:

- \_\_\_\_ Friday night official public opening – in conjunction with the Fort Collins Gallery Walk (October 5)
- \_\_\_\_ If coming from out of town, please indicate if you need hotel or other travel information emailed to you

**PRESS RELEASE:**

The Center sends out a press release for each exhibition. If you would like a copy of the press release with your print image sent to your newspaper or other media contact, please include the name of the media below along with email contact information. **Please give emails, not websites.** A copy of the press release will be sent to you. A high resolution image of your photograph should be emailed to [exhibitions@c4fap.org](mailto:exhibitions@c4fap.org) for the press release. (300 ppi, 4X6 jpg flattened, compression level 10)

1. \_\_\_\_\_  TV  Newspaper

Email address: \_\_\_\_\_

2. \_\_\_\_\_  TV  Newspaper

Email address: \_\_\_\_\_

**RETURNING EXHIBITED WORK FOLLOWING THE EXHIBITION** – Please circle one of the following

I. I would like to donate one or more of my exhibited work(s), if it is not sold, to The Center for Fine Art Photography. Artists will receive acknowledgment and a receipt for their work(s). Please specify using print title:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 3. _____ |
| 5. _____ | 6. _____ |

\_\_\_\_\_  
Artist’s Signature Authorizing Donation (If emailing please type name)

\_\_\_\_\_  
Date

II. I will pick up my work from the Center after October 8. Do not ship.

III. Return my work(s) per the following: The Center will send your work via UPS unless directed elsewhere and will require a signature upon delivery.

Cost of shipping will be charged to the credit card you provide. There is a \$10.00 repacking and shipping fee. Checks may be made out to The Center for Fine Art Photography. If another person's credit card is to be used, their signature must be provided. Alternatively, you may provide your FedEx or UPS account number. Prepaid shipping labels from FedEx or UPS are acceptable. *Images valued over \$500 will be sent express.*

If you have your own FedEx or UPS account number, please enter here

Company \_\_\_\_\_

Shipping Account Number \_\_\_\_\_

\_\_\_\_ Please check here if you are requesting your shipment be left **without** a signature.

|                            |                   |
|----------------------------|-------------------|
| <b>For office use only</b> |                   |
| Weight _____lb             | Box: N or O       |
| Measure _____x_____x_____  | Signature: Y or N |
| Charge \$ _____            | Value \$ _____    |

**RETURN SHIPPING ADDRESS: Please Print Clearly**

Name: \_\_\_\_\_ Residence address

Address: \_\_\_\_\_ Business address

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Visa, Master Card and American Express are the credit cards currently accepted by the Center.

**Credit Card Type:** \_\_\_ Visa \_\_\_ Master Card \_\_\_ American Express

Card number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on the credit card \_\_\_\_\_

Billing address to which the statement is sent \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Authorized Credit Card **Signature** \_\_\_\_\_  
*(If emailing forms please type in name as authorization)*

**Print** Card Holder's Name \_\_\_\_\_ Date \_\_\_\_\_

I agree to pay \$10.00 for the return shipping and repacking fee. Please Note: Reasonable effort will be made to use your original shipping material to return your work. However, if it is decided that using your packing material could result in damage, new material will be provided.

**Please send this document and your Artist's Statement to the Center by August 27, 2007  
Email or send (do not do both)**