

Exhibitor Instructions for DIA Invitational

Congratulations on being selected to exhibit in The Center for Fine Art Photography's **DIA Invitational**. We look forward to exhibiting your work at the Denver International Airport. In order to provide as many exhibition opportunities as possible during the year, the Center has a very short period between exhibitions. Your cooperation in adhering to delivery and due dates is greatly appreciated.

Important Dates

_____ February, 27 2007	Exhibitor Information Form due (<i>can be emailed</i>)
_____ April 18	Prints to be framed must be received at the Center
_____ May 8	Framed prints due at Exodus Moving and Storage
_____ Week of May 8	Framed, hand-delivered artwork will be received at the Center
_____ May 25	Exhibition opens
_____ Week of July 31	Exhibition closes
_____ August 6	Artwork not sold or donated to the Center will be shipped or may be picked up at the Center

Quality of Art Work

The Center reserves the right to disqualify work that: does not meet its framing requirements, if the printed image quality is obviously poor, or the image has been noticeably altered from that submitted for jurying.

Artist's Responsibility

- Submission of required exhibition forms on time
- Cost of shipping to the Center and return shipping, plus \$10 packaging fee. Not applicable to pickups.
- New packaging materials – only if original materials are unusable. Maximum of an additional \$10 for new box and materials. If your work was framed by the Center, there may be an additional \$10 charge for a shipping container to return your work if it does not sell. Often we can provide a box from sold art work.
- Cost of framing when sent to the Center for framing
- It is the artist's responsibility to contact the Center regarding return of a custom shipping container.

Exhibitor's Information Form

Complete the Exhibitor's Information Form. **Please email or mail your Exhibitor's Information Form directly to the Center for arrival by the due date. Do not include this paperwork with your framed artwork if it is being sent to Exodus.**

Framing and Shipping Options

The Center provides three options for delivering your photography to the Center for exhibition:

1. Send your **unframed** image directly to the Center for framing by the due date. If you want the Center to frame your work, please complete the Framing Order Form and Shipping Instructions. *See instructions on next page.*
2. Send your **framed** image to Exodus Moving and Storage (see information below) for arrival by the due date.
3. Hand-deliver your framed work to the Center. The Center is open Tuesday through Friday from 10am to 5pm except during holidays, and 12pm to 5pm on Saturdays. Please email or call ahead to make sure someone is here to take your image. To minimize damage while stored at the Center prior to and following the exhibition, it is suggested that you wrap your framed work and include cardboard protection corners.

Framing

The Center strives for uniform framing as the *image* is the artist's work, not the framing. Uniform framing is less distracting to visitors compared to an exhibition with multiple colored mats and framing styles.

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 discuss it with the Center prior to shipping.* Also, If your framed image is **smaller than the minimum 16" X 20"** **please check with the Center for approval before shipping.**

Except as otherwise approved, the Center **requires** that **all** work adhere to the following:

- Framed image should be a minimum of 16" X 20".
- A **simple black** wood or metal frame. If the Center frames your print, the frame will be black wood. (No flimsy metal or plastic frames allowed) Frames that are not professional in appearance are subject to reframing at artist's expense.
- **A minimum 2" or 3" bright WHITE** single, double or triple mat. **(no off-white or cream)** There is an additional charge for archival/acid free mats.
- Images can be floated on top of a mat.
- The frame can be with glass, without glass or with an exhibition quality Plexiglas material. Non-glare glass is not recommended as it reduces the contrast. There is an additional charge for Plexiglas.
- All work must arrive ready to hang. **No saw tooth hangers, clips, or exposed glass edges.** Frames without hanging wire are not acceptable.
- **Maximum frame width may not exceed 40 inches / 76 cm. without consulting with the Center.**

Safe Packing of Images

Framed Images: Send your framed artwork in a reusable heavy-duty cardboard, wooden or metal container with *at least 2-3 inches* of packing on *each side* of the frame. (Use only standard shipping materials, NO STYROFOAM PEANUTS – they settle during shipping, eliminating protection to part of your print). Wooden crates or double-wall corrugated shipping boxes are recommended. Art placed in a box which is then placed in a larger box with three inches of space for packing materials is highly recommended. If you choose the box-within-a-box method for packing, tightly packed styrofoam between the boxes is acceptable. Otherwise large size bubble wrap around the print provides good protection. *After packing, shake your box. Your framed image should not shift within the box.*

Framed artwork should be sent via United Parcel Service (UPS), Federal Express, DHL, USPS or similar courier.

Ship to: Exodus Moving and Storage – DIA Invitational
1800 E Harmony Rd.
Fort Collins, CO 80528

Email and Phone Contact: movers@exodusmoving.com, 970.484.1488

