

## Exhibitor Instructions for Edgy: Pushing the Limits of Photographic Art May 2 – May 31, 2008

Congratulations on being selected to exhibit in The Center for Fine Art Photography's **Edgy** exhibition. We look forward to seeing your work in the gallery. 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 great appreciated.

### Important Dates

_____ <b>March 14, 2008</b>	Exhibitor Information Form, Artists' Statement and High Resolution Image due ( <i>can be emailed</i> )
_____ <b>April 2</b>	Prints to be framed by the Center must be received
_____ <b>Week of April 21</b>	Framed prints due at Exodus Moving and Storage
_____ <b>Week of April 21</b>	Framed, hand-delivered artwork to be received at the Center
_____ <b>May 2</b>	Exhibition opens
_____ <b>May 2</b>	Artists' and Public Reception (during the Fort Collins Gallery Walk)
_____ <b>May 31</b>	Exhibition closes
_____ <b>Week of June 2</b>	Artwork not sold or donated to the Center will be shipped or may be picked up at the Center <i>* If not picked up or arrangements have not been made by this date – your work will be considered donated</i>

### 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, if the image has been noticeably altered from that submitted for jurying, if the matt color is anything other than bright white, or if the framing is poor quality.

### Artist's Responsibility

- Complete and return Exhibitor's Information Form and Framing Order Form if framing required.
- Cost of return shipping from the Center – All artists are responsible for a \$10 packaging fee. Not applicable to pickups, donations and sold images.
- Indicate that you have read and agree to the shipping terms and conditions (initial on Exhibitor's Information Form)
- If your work is to be returned to you at the end of a show, and your original shipping container is unusable then a new box will be made. Artists' will be charged an additional \$10 for a new box.
- 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 if the art work is sold.
- The Center requests that you email a high resolution image of your print to [exhibitions@c4fap.org](mailto:exhibitions@c4fap.org) (300 ppi, approx 4X6 jpg. flattened, compression 12) for possible use in press releases, posters marketing the exhibition or selections for *Artists' ShowCase*, the insert in *Camera Arts* magazine. Please make the image file name, your last name and the image title. (lastname\_imagetitle.jpg). **This is due by March 14, 2008.**

### Exhibitor's Information Form

Please email or mail the Exhibitor's Information Form and the Artist's Statement by the due date. If emailed, a confirmation email will be sent to you. If you do not get a confirmation within two days, your paperwork was not received. Please contact the Center. **Any pre-paid shipping labels should be sent directly to the Center.**

Do not include paperwork with your framed artwork that is sent to Exodus.

## Framing and Shipping Options

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

1. Send your **unframed** print 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 full instructions on next page.*
2. Send your **framed** image to Exodus Moving and Storage (see information below) for arrival by April 25.
3. Hand-deliver your **framed** work to the Center. The Center is open Tuesday through Friday from 10am to 5pm except during holidays, and 10am – 3pm 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 protective corners.
4. You may send your digital file to Fine Print for printing. Fine Print is a printer that offers 30 years of experience working exclusively with professional photographers all over the world. Please contact the Center for more information.

## Shipping Terms and Conditions

The Center will ship returning works via FedEx Express. Your image will only be sent out via Ground/Home if you specify this on your Exhibitor's Information Form. We also accept pre paid shipping labels from all other shipping companies. You may also provide your FedEx shipping account number. Please note that the Center receives special rates from FedEx and it may be in your best interest to ship on our account number, then later be billed.

### Insurance

FedEx will pay a maximum of \$500 for Express shipments and a maximum of \$100 for Ground/Home shipments, regardless of insurance value requests. If you are uncomfortable with these terms you may want to find other forms of insurance for your artwork. If you would like a copy of FedEx Terms and Conditions please contact the Center.

### Inspection of Returned Artwork

The Center will indicate that your shipment was sent out with an email containing your tracking number and any shipping and packing charges. If on receipt you think that your image may be damaged DO NOT OPEN your package. If a signature is required for your package and you suspect any damage DO NOT SIGN for your package. For claims purposes, you may request that a FedEx representative come to your home or place of business to be present while you open your package. **Please call the Center (970-224-1010) or a FedEx representative (1-800-463-3339) immediately if your artwork is damaged in anyway.**

## 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 inches on the shortest side, 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 inches on the shortest side for frame size.
- A **simple black** wood or metal frame, with a minimum of a ½" width (front surface). 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.
- **Maximum frame width may not exceed 40 inches / 76 cm. without consulting with the Center.**
- **A minimum 2" or 3" border BRIGHT WHITE, CRESCENT #1607** single, double or triple mat. (no off-white or cream).
- Images can be floated on top of a mat.
- The frame can be with glass, without glass or with an exhibition quality Plexiglas material.
- All work must arrive ready to hang. **No sawtooth hangers, clips, or exposed glass edges.** Frames without hanging wire are not acceptable.

## Safe Packing of Images

**Framed Images:** Send your framed artwork in a reusable heavy-duty cardboard, wooden or metal container with *at least 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, USPS or similar courier.

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

Email and Phone Contact: [movers@exodusing.com](mailto:movers@exodusing.com), 970.484.1488

## Artwork Identification:

When sending your work to Exodus Moving and Storage, your work may be stored for a week or so before it is opened. In order for Exodus Storage to know your work has arrived without opening your container, **Please make sure to put your name, the title of the image and Edgy on the outside of the box.** If you have your work shipped by someone other than yourself, please tell them of this requirement.

*Example:* Artist: Jane Smith  
Work: 1. Seascape  
Exhibition: Edgy

## Unframed Images:

When sending images to the Center for framing, it is suggested that your work be placed in a heavy-weight flat cardboard box (with protection on both sides to keep from bending) or a double-walled tube (minimum of 4" diameter and 1/8" thick to prevent creasing) with a protective sheet over the image.

## Use Rights:

By submission for jurying, artists **whose submissions are chosen for the exhibition** grant The Center for Fine Art Photography the right to use their images for the purpose of marketing the exhibition, marketing the Center's programs and subsequent display on the Center's website of past exhibitions. Artists grant the use of their image(s) as stated without further contact or compensation from the Center. Artist's recognition is provided with use.

## Sale of artwork:

The Center encourages sales during the exhibition and retains a 40% commission on all work sold.

***Thank you for helping to make this a very successful exhibition***

## Template for Artist's Statement:

**Title of Work**

Artist Name

Contact information: one or two lines

Body of Artist's Statement

### ***Suggestions for Creating an Artists' Statement***

***The goal is to describe your work quickly, succinctly, and clearly.***

- Set the tone to view your art work and make the viewer want to explore more
- Make a point, be specific to your exhibited work
- Include the title of your images
- Keep sentences short, keep it simple
- Use active sentence form
- Engage the senses; what do you want your audience to experience?

### ***Guidelines:***

- Please use 1 inch margins on top and sides. ½ inch margin on bottom.
- Your statement should be approximately 150- 250 words or less – not more than one page, double spaced, and 11 – 12 point type size.
- Avoid making a “list” of what you like
- Use natural language, write as you would talk
- Make it easy to read

### ***Ideas for content:***

- Your approach to working
- Describe your technique
- Your philosophy as it is expressed in your art
- Meaning of your work
- Symbols, metaphors, analogies
- Themes and underlying issues
- Life experiences, influences on your work