

Exhibitor Instructions for Society for Photographic Education Exhibition March 10 – March 22, 2008

Congratulations on being selected to exhibit in The Center for Fine Art Photography's **SPE 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 greatly appreciated.

Important Dates

_____ March 3, 2008	Exhibitor Information Form, Artists' Statement and High Resolution Image due (<i>can be emailed</i>)
_____ March 7	Matted Prints due to the Center (<u>images must be enclosed in a 16 x 20 mat</u>)
_____ March 10	Exhibition opens at the Center
_____ March 13-16	SPE National Conference in Denver
_____ March 22	Exhibition closes at the Center
_____ Week of March 25	Artwork not sold or donated to the Center will be shipped

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 mat color is anything other than bright white, or if the framing is poor quality.

Ten Exhibiting Artist's Responsibility

- Complete and return Exhibitor's Information Form.
- It is the artist's responsibility to mat their image in a 16 x20 mat and send it to the Center by March 7.
- Cost of return shipping from the Center – All artists are responsible for a \$10 packaging fee. Not applicable to donations and sold images.
- 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.
- 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 (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 3, 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.**

For this special exhibition, **The Center requires all works accepted to hang in the gallery to be printed and enclosed in a 16 x 20 inch mat.** All work will be displayed in the Center's gallery behind glass using L pins.

Exhibiting Prints:

The Center will require that all work adhere to the following:

- Mat board must be border **BRIGHT WHITE, CRESCENT #1607** and may be single, double or triple mat. (no off-white or cream mats please).
- Outside mat size must be 16 x 20 inches
- Work is not to be framed, but matted only
- No hangers or wires on the back

Safe Packing and Shipping of Images:

Please send your matted print to:

**The Center for Fine Art Photography
400 North College Avenue
Fort Collins, CO 80524**

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), then wrapped in bubble wrap and put in a sturdy box.

Artwork Identification:

When sending your work, **please make sure to put your name, the title of the image and SPE 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: SPE

Return Shipping:

The Center will ship returning works via UPS or FedEx. We also accept pre paid shipping labels from all other shipping companies. You may also provide your UPS or FedEx shipping account number.

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