

## Exhibitor Instructions for *Mind's Eye* May 29 – June 20, 2009

Congratulations on being selected to exhibit in The Center for Fine Art Photography's **Mind's Eye** exhibition. We look forward to seeing your work in the gallery. In order for our scheduled exhibitions to run smoothly please adhere to the following dates. The Center greatly appreciates your timely cooperation.

### Important Dates

_____ Due April 3, 2009	Exhibitor Information Form, Artist Statement and High Resolution Image due ( <i>preferred by email</i> )
_____ Due April 17	Prints <b>to be framed</b> by the Center must be received
_____ Due May 22	Hand-delivered, framed images, received at the Center
_____ Due May 11 – May 22	Framed prints received at the Center for Fine Art Photography <b>(400 N. College Avenue, Fort Collins CO, 80524)</b>
_____ May 29	Exhibition opens
_____ June 5	Artists' and Public Reception (during the Fort Collins Gallery Walk) 6-9pm
_____ June 20	Exhibition closes
_____ June 26	Artwork not sold or donated to the Center will be shipped or may be picked up at the Center. * <i>If the image is not picked up by this date, <b>your work will be considered donated and then will become the property of the Center.</b></i>

### Quality of Art Work

The Center reserves the right to disqualify work that does not meet the following requirements: if the printed image is of poor quality, 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 other than black or of poor quality.

### Artist's Responsibility

- Complete and return Exhibitor Information Form and Framing Order Form if framing required
- If you would like to submit an Artist Statement, please download the PDF template from the web site
- If you do not get a confirmation within two days, your emailed paperwork was not received, so contact the Center  
Cost of return shipping from the Center – All artists are responsible for a repackaging fee (Not applicable to pickups, donations and sold images)
- Cost of framing when framing is requested
- 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 inches jpg. flattened, compression 12) for possible use in press releases and posters marketing the exhibition. Please make the image file name, your last name. Example: (lastname.jpg).

### 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 **April 17**. If you want the Center to frame your work, please complete the Framing Order Form.
2. Send your **framed** image to the Center between **May 11 – May 22**  
**The Center for Fine Art Photography**  
**Mind's Eye**  
**400 North College Avenue**  
**Fort Collins, CO 80524**
3. Hand-deliver your **framed** work to the Center no later than **May 22**. Your image can be delivered Monday through Saturday from 10am to 5pm except during holidays. 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 choose to send your digital file to be printed locally by Fine Print, [www.FinePrintImaging.com](http://www.FinePrintImaging.com). Fine Print is a nationally recognized printer that offers 30 years of experience working with professional photographers. Please make sure your file is received to Fine Print by **April 3**. Please contact the Center for more information.

## 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 is non traditional and the framing is part of the presentation. *If this applies to your work, or if your image does not fit within the size requirements, please discuss it with the Center prior to shipping.*

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

- **Minimum** frame size should be 16 inches on the shortest side of the frame
- **Maximum** frame *width* may not exceed 40 inches
- A **Bright White** mat board with a minimum border of 2". The Center recommends Crescent mat #1607 or a mat of comparable quality and color. **Please no off-white or cream.**
- Images can have a single, double or triple mat or can be floated on top of a mat.
- A **simple black** wood or metal frame, with a minimum of a ½" width (front surface). Please **NO** plastic frames. Frames that are not professional in appearance are subject to reframing at artist's expense.
- All work must arrive ready to hang. **No sawtooth hangers, clips, or exposed glass edges.**

## Safe Packing of Images

### 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, with a protective sheet over the image.

### Framed Images:

Send your **framed images** in a **heavy-duty** cardboard or wooden 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. Art placed in a box which is then placed in a larger box with three inches of space for packing materials is highly recommended. 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.*

## Return Shipping Terms and Conditions

The Center will ship returning works at the end of the show if not picked up, sold or donated. The Center will ship with UPS. Pre paid shipping labels will be accepted from all other shipping companies. **Note: Please do not send any shipping labels, checks or paperwork in with your framed image.** It is the artist's responsibility to research the shipping terms and conditions of UPS at [www.ups.com](http://www.ups.com) or any other shipping company that they prefer to use. *Due to insurance reasons, the Center will not keep original boxes, unless requested by the artist.*

### Repacking Fee: (includes a new box, packing materials and professional packing)

- Boxes 20x30 and under will cost \$20
- Boxes 20x30 to 34x44 will cost \$25
- Boxes larger than 34x44 will need a custom box. Please contact the Center for an estimated price from UPS.

*Please Note: This fee is half of the Center's total cost of packing.*

### 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 and for 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.

### 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***