

## Exhibitor's Instructions for *Portraits* November 6 – November 28, 2009

Congratulations on being selected in The Center for Fine Art Photography's **Portraits** 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 by Sept 25, 2009** Exhibitor Information Form, Artist Statement and High Resolution Image due (*preferred by email*)
- **Due by Oct 2** Prints **to be framed** by the Center must be received
- **Due Oct 12 – Oct 21** Framed prints received at the Center for Fine Art Photography **(400 N. College Avenue, Fort Collins CO, 80524)**
- **Due by Oct 23** Hand-delivered, framed images, received at the Center
- **November 6** Exhibition opens
- **November 6** Artists' and Public Reception (during the Fort Collins Gallery Walk) 6-9pm
- **November 28** Exhibition closes
- **December 4** Artwork not sold or donated to the Center will be shipped or may be picked up at the Center. *\* If the image is not picked up by this date, **your work will be considered donated and then will become the property of the Center.***

### Artist's Responsibility

- Complete and return Exhibitor Information Form and Framing Order Form (if you are using our framing services)
- Submit an Artist Statement; you may download a template from the web site to aid in your writing process
- 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 requesting their work to be returned are responsible for a repackaging fee (Not applicable to pickups, donations and sold images)
- Cost of framing when framing is requested
- Cost of printing if you use Fine Print's services
- Contact the Center regarding return of a custom shipping container if the art work is sold
- The Center asks 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 **Oct 2**. If you want the Center to frame your work, please complete the Framing Order Form. Images will be framed with a white mat and a black wooden frame.
2. Send your **framed** image to the Center between **Oct 12- Oct 21**  
**The Center for Fine Art Photography**  
**Portraits**  
**400 North College Avenue**  
**Fort Collins, CO 80524**
3. Hand-deliver your **framed** work to the Center no later than **Oct 23**. 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 receive your image.
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 **Sept 25**. Please contact the Center for more information.

## 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 matting or framing is unprofessional or of poor quality.

## Framing

Traditionally, the Center frames images with a bright white mat and a simple black wooden frame. The Center recognizes that some work is non-traditional and that framing can be an integral part of the presentation of the work. All images must be professionally printed and professionally framed or mounted. If you have any questions about framing, please contact the Center before shipping your work.

## 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. 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; send them separately in the mail.** 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. The Center will not reuse damaged boxes to return works.*

### 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
- If the Center reuses your original shipping container you will only be charged \$15 for a repacking fee

*Please Note: These fees are half 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***