



Hamidah Glasgow, Executive Director  
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## **-BLACK & WHITE 2013-**

### **ARTIST INSTRUCTIONS FOR EXHIBITION**

Congratulations on being selected for exhibition at The Center for Fine Art Photography. In order for our scheduled exhibitions to run smoothly please adhere to the following deadlines. The Center greatly appreciates your timely cooperation. Thank you for participating in our exhibition.

#### **ARTIST'S RESPONSIBILITY**

- Complete and submit Exhibitor's Information Form (EIF) in its' entirety by the deadline on page two. Complete the Framing Order Form if needed.
- Meet deadlines for paperwork and deliveries.
- Submit an Artist Statement; you may download the guide from our web site to aid in your writing process.
- Cost of printing if you use Fine Print's services.
- Cost of framing when framing is requested.
- Cost of packing image, please see repacking section below for details.
- Cost of return shipping from the Center. All artists requesting their work to be returned are responsible for a shipping fee. (Not applicable to pickups, accepted donations and sold images)

#### **FRAMING AND SHIPPING OPTIONS**

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

1. **You may choose to send your high-resolution digital file to be printed locally by Fineprint Imaging.** Fineprint offers 30 years of experience working with professional photographers. Prints must be 300 pixels per inch for printing. Please specify the paper type and print size when ordering your print. You DO NOT need to give the printer your credit card when ordering, to obtain the Center discount, billing needs to be done through the Center for Fine Art Photography. Having images printed and framed here will save shipping costs. Please email [coordinator@c4fap.org](mailto:coordinator@c4fap.org) with the final print size needed for an estimate of printing cost.
2. **Send your unframed print directly to the Center for framing by the deadline.** If you want the Center to have your work framed in Fort Collins, please complete the Framing Order Form. This will save shipping costs. Our trusted framer will professionally frame your images to your specifications. Our framer offers a Center discount. Please email [coordinator@c4fap.org](mailto:coordinator@c4fap.org) with the final print size needed for an estimate of framing cost.
3. **Send your well-packaged, professionally presented image to the Center before the deadline listed below. For shipping questions, please contact the center during business hours.**

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



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**FRAMING AND SHIPPING OPTIONS CONTINUED...**

- 4. **Hand-deliver your framed work to the Center no later than the deadline listed below.** Your image can be delivered Tuesday through Friday from 10am to 6pm and Saturdays from 11am to 5pm except during holidays. Please contact the Center if you need to arrange a different time to schedule a drop off of your artwork.

Important Artist Deadlines & Exhibition Dates	
<b>May 13</b>	Exhibitor’s Information Form, Framing Form (if needed) and Artist Statement (optional) are due by this date. Please submit the forms by this date. <b>Exhibitor information form is required for all exhibiting artists. Here is the link to the form.</b> <a href="https://adobeformscentral.com/?f=6AmGn9xj9SwtZ5bcAx6z0A">https://adobeformscentral.com/?f=6AmGn9xj9SwtZ5bcAx6z0A</a>
<b>May 17</b>	High Resolution files to be printed are due by this date. Upload file(s) via FTP for printing and please note the size, paper choice, and other printing instructions when ordering. <a href="http://www.fineprintimaging.com/print_services/index.html">http://www.fineprintimaging.com/print_services/index.html</a> In order to receive the discounted rate, billing must be done through the Center, do not provide Fineprint Imaging with a credit card.
<b>May 21</b>	Unframed prints must be delivered to the Center for Framing by this date. Framing Form needs to be submitted in order for us to proceed to framing. Our framer offers a center discount.
<b>Between June 3 &amp; June 21</b>	Framed Prints Must be Received at the Center by this date. The Center for Fine Art Photography 400 North College Avenue, Fort Collins Colorado 80524
<b>June 21</b>	Hand-delivered, framed images, due at the Center
<b>July 5</b>	Exhibition opens
<b>August 2</b>	Artists’ and Public Reception 6:00 – 9:00 pm
<b>August 24</b>	Exhibition closes
<b>September 3</b>	Work(s) shipped from the center or picked up by this date.



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## QUALITY OF ARTWORK

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, or if the matting or framing is unprofessional or of poor quality.

## FRAMING

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. **Please no colored mats, colored frames, or natural wood frames; black or white frames and mats only unless approved prior to exhibition.** If you have any questions about framing, please contact the Center before shipping your work. If your image is being sent for framing, the Center will frame images with a bright white mat and a simple black wooden frame unless noted otherwise.

## SAFE PACKING OF IMAGES

**Unframed Images:** When mailing prints it is safer to flat mail them. Please protect the print surface with print tissue, secure it within the layers, and use at least two layers of foam core or stronger material on each side (a total of four layers) to prevent bending. Using only cardboard or marking do not bend does not sufficiently protect your print. Please wrap the package in a strong shipping style paper or protective envelope. Your local printer or framer will be able to help if you wish to purchase professional print packing boxes or print tissue paper. Fedex has a float system print box that can be purchased as well.

## FRAMED IMAGES

Send your **framed images** in a **heavy-duty** cardboard or wooden container with *at least 3 inches* of impact resistant packing on *each side* of the frame. Pay close attention to wrapping the corners of the frame. Use only standard shipping materials, such as large bubble wrap. 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 ALL work(s) to the provided address at the end of the show if not picked up, sold or donated. It is the artist's responsibility to pay for shipping costs and the repacking fee. The Center will ship with UPS or FedEx. Pre paid shipping labels will be accepted from all other shipping companies, but these **labels must have a barcode that can be scanned on them.** **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 any shipping company that they select to ship with. We recommend insuring your image, the insurance amount can be specified on the Exhibitors Information paperwork.



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## **REPACKING FEE**

**The repacking fee is not the shipping cost. It is a separate charge.** These charges are the same for any shipping company you select. Repacking fee includes new packing materials and professional packing. The Center **will not** keep original boxes, unless requested by the artist. The Center will not reuse damaged or uninsurable boxes to return works.

- Reusable Box – total repacking fee \$15 undamaged boxes will be reused.
- New Box – if box is smaller than 20x30 - total repacking fee \$20
- New Boxes – if box is larger than 20x30 - total repacking fee \$25

## **COLLECTION AND DONATIONS TO THE CENTER**

If your work does not sell during exhibition, the artist can donate their artwork to the Center. When the artwork is accepted as a donation, the image may be exhibited again, donated to another organization or sold to benefit the Center. If the image is sold from the collection the Center retains all profits of the sale.

## **USE RIGHTS**

Each artist retains all copyrights to their own images. 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 promoting exhibitions, promoting the artist, promoting the Center's programs and for display on the Center's website of current and past exhibitions. Images may also be placed on our social media for promotion of the exhibition and for artist promotion and features. Artists grant the use of their image(s) as stated without further contact or compensation from the Center. Artist's recognition is provided with any use.

## **SALE OF ARTWORK**

The Center encourages sales during the exhibition and retains a 40% commission on all work sold (prints included). The artist receives 60% of the sale price.

## **QUESTIONS?**

Please call or email us with any questions about shipping, printing, framing, pricing or any other topics that may arise while preparing for exhibition.

Contact  
The Center for Fine Art Photography  
970-224-1010  
[coordinator@c4fap.org](mailto:coordinator@c4fap.org)

We look forward to exhibiting your prints!