



## Exhibitor's Instruction Form Black & White: The Absence of Color

On Exhibit March 9th thru April 22nd, 2012

Email Exhibitor's Information Form to [Exhibitions@MplsPhotoCenter.com](mailto:Exhibitions@MplsPhotoCenter.com)

**No Later Than February 11th, 2012**

### Congratulations on being selected for the Mpls Photo Center's Off the Cuff Call for Entry

**Important Dates:** *Please adhere to this time line, as there is a short turnaround time to complete the exhibit.*

#### On or before February 11th, 2012

- **Exhibitor Information Form:** Completely fill out all pages and return to [Exhibitions@MplsPhotoCenter.com](mailto:Exhibitions@MplsPhotoCenter.com). Even if you have a prepaid label we need you to fill out the credit card information form as we do charge a \$10 repacking fee.
- **Exhibition Book:** Please send a High-Resolution image for inclusion in the exhibition book, size image to 10" longest dimension, 300 dpi tiff or jpeg. ( We recommend tiff files as they reproduce the highest image) We recommend you send to [Exhibitions@MplsPhotoCenter.com](mailto:Exhibitions@MplsPhotoCenter.com) using [www.YouSendIt.com](http://www.YouSendIt.com), or any other file transfer sites that are available for free.
- **Printing Form:** If you are using our print services we need a 300 dpi file of the image at final print size, i.e., 9"x13", 16"x20", 20"x24".
- **Framing Form:** if choosing to use our framing services your print needs to be received at the Center with the framing form completely filled out.

#### Other Important Dates:

**February 24th, 2012** Framed prints must be received at Mpls Photo Center by February 24th to be included in the show.

**March 9th, 2012** Opening reception 7:00-10:00pm.  
We'll send you an online invitation closer to the opening that can be sent via email to family and friends.

**April 22nd, 2012** Exhibition Closes.

**April 25th, 2012** Images being shipped will be sent via UPS or using your prepaid labels.

**Local images should be picked up between April 25th and May 2nd, 2012**

#### Artist's Responsibility

- Complete and return Exhibitors Information Form & Return of Exhibited work form by necessary deadline – February 11th, 2012.
- Cost of return packing and shipping after the exhibition ends – Please note that all artists that are having their work returned are responsible for a \$10 repacking fee, even if you have a prepaid label.
- Cost of printing image if using our services. Please see separate printing form.
- Cost of framing if using our services, please see separate framing form (this must be returned if using this service)
- High Resolution (300 ppi tiff or jpeg with maximum of 10" at the longest dimension) digital file of image for inclusion in exhibition catalog.
- Authorization to charge if you are printing, framing or sending back your work

# Black & White: The Absence of Color Exhibitor's Instruction Form

**Use Rights:** By submission to this Call for Entry, artists who are accepted grant Mpls Photo Center the right to use their images for the purpose of marketing of the exhibition, publication of exhibition book, and subsequent display on the Center's website of exhibitions. Artists grant the use of their images as stated without further contact or compensation from the Center. Artist's recognition is provided with any use.

## Quality of Work and Framing

**Mpls Photo Center reserves the right to disqualify work that does not meet the following requirements:**

- If the printed image is not to our quality standards.
- If the matting and framing is not to our quality standards.
- If the image has been altered from the image submitted to the juror.

**All images must be professionally printed and professionally framed with:**

- A bright white mat (*all mats that are not including; beige, tan, yellow or natural will require new matting at the exhibitors expense*)
- A simple black wood or black metal frame (*all frames that are not black will be excluded from the exhibit, or require new framing at the exhibitors expense*). In addition, no embellishments or flush mounts will be allowed and might disqualify exhibiting your work.

## Receipt of Work

The deadline for work will be strictly adhered to. Please make sure that your work arrives by the due dates listed otherwise it will not be included in the exhibition. Please send all work via a tracking method (USPS receipt confirmation, UPS, Fed Ex, etc). If you need confirmation that your work has been received please contact your shipper and track your work via your tracking number. Mpls Photo Center will not be tracking or confirming receipt of work.

If dropping off your work, please note that the Mpls Photo Center's hours are 12:00-6:00pm, Monday thru Sunday.

## Send or Deliver work to:

Mpls Photo Center  
2400 North Second Street  
Minneapolis, MN 55411  
(612) 643.3511

## Returning Exhibited Work in Your Packaging Following Exhibit

Mpls Photo Center will ship works at the end of the show that are not picked up or sold. We will pack and ship via UPS unless otherwise directed. It is the artist's responsibility to research the shipping terms and conditions of UPS. Re-packaging and/or shipping will be charged to your credit card.

**We will keep your cardboard boxes, crates or special portfolios if the following conditions are met:**

- The shipping box /crate must be in very good condition
- Artist must provide a prepaid shipping label from the shipping company of your choice, UPS, FedEx, DHL or USPS for the return shipping.
- Mark your box on the outside "Keep the Box" and put any special instructions as to shipping inside.
- Keep in mind that Mpls Photo Center is not responsible for any damage or loss from this action. There will be a \$10 repacking fee charged to your credit card.

**International Shipping:** Please email us for return information. The United States Post Office offers the best rates, which can be estimated online at <http://ircalc.usps.gov/> other carriers are extremely costly.

## Picking up Work

You can pick up your work at the end of the exhibition by the deadline of May 2nd, 2012 at the Mpls Photo Center. If you are picking up your work please note the Mpls Photo Center's hours are: 12:00-6:00pm Monday thru Sunday. You will need to bring your own packing materials.