



Exhibitor's Instruction Guide

"Eyes of a Stranger" Call for Entry On Exhibit June 8 - August 18.

Congratulations on being selected for the Mpls Photo Center's "Eyes of a Stranger" Call for Entry, jurored by Valerie Jardin!

- **Exhibitor Information Form:** Email the "Exhibitor's Information Form" to: Exhibitions@MplsPhotoCenter.com No Later than May 8, 2018 at midnight. Please fill out all pages completely and return to: Exhibitions@MplsPhotoCenter.com. (Even if you send a prepaid label, you MUST fill out the Credit Card information form as we do charge a \$10 repacking fee.)
- **If MPC is printing and framing your image:** please upload it to www.mplsphotocenter.wetransfer.com with a note verifying the finished image size of the print, and your name.

Printing Form: If you are using our print services we need a 300 (or larger) dpi file of the image at final print size, (i.e., 9"x13", 16"x20", 20"x24"), **BEFORE May 14, 2018.**

If you are using ONLY our framing services your exhibit quality print needs to be received at the Mpls Photo Center, accompanied by the framing form (or received by MPC via Email) **completely filled out by May 14, 2018.**

Your framed **Exhibit prints** (provided ready to install with all hardware affixed) must be **received at the Mpls Photo Center by May 30** to be included in this exhibit.

The Opening Reception: is Friday June 8 from 6:30-9:30pm at the Mpls Photo Center. 2400 2nd Street North, Mpls., Mn 55411 2nd Floor Gallery. Dial 200 at the Front Door.

We'll send you a link to an online invitation/announcement that can be sent via email to your mailing list and family and friends. The Opening Reception is FREE and Open to the Public. There will be food and beverages and live music on Opening night.

We will have name tags for all exhibitors on this special evening, which will include a thumbnail of your photograph so gallery patrons can identify you.

The Exhibition Closes on August 18, 2018.

Local artists MUST pick-up images between August 19 and September 19 or they may be donated.

Exhibiting Artist's Responsibilities

- Complete and return Exhibitors Information Form for Exhibited work by necessary deadline of May 8, 2018 2017
- The Cost of printing image if using our Printing and services. Please see separate printing form.
- Cost of framing if using our services, please see separate framing form (this must be returned by May 14 with your Exhibit Print if using our service)
- Authorization to charge if we are printing or framing your work

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 the exhibition, publication of the 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:

- The image must be able to be hung with all hardware attached to the frame.

- If the image has been altered from the image submitted to the juror for consideration.
- All images must be professionally printed and professionally framed, ideally with a white matte and a black frame, behind glass or plexiglass. (If you are framing, your choice of Frame and Mat must be indicated on the framing form.)
- If we are framing your image will be framed in a black wood or black metal frame with white matte.

Receipt of Work:

The deadline for work will be strictly adhered to. Please make sure that your work **arrives by the due dates stated above, otherwise it MAY not be included in the exhibition.**

If dropping off your work in person in Minneapolis, please note that the Mpls Photo Center's hours for dropoffs are 10:00am to 5:00pm, Tuesday thru Sunday.
Send or Deliver work to:

**Mpls Photo Center
2400 North Second Street, Suite 200
Minneapolis, MN 55411
(612) 643-3511**

Retrieving your Work:

Local artists/ images **MUST** be picked up between August 19 and September 19, or they may be donated. Work left after September 19, 2018 is subject to forfeiture. If you are picking up your work please note the Mpls Photo Center's hours are: 10:00am-5:00pm Tuesday thru Sunday. You will need to bring your own packing materials.

Thankyou!