

THE IMAGE GALLERY SUBMISSION GUIDELINES

The Image Gallery accepts portfolio submissions throughout the year. We are interested in all contemporary photography, video and experimental photo based imagery.

Submissions should be completed bodies of work with strongly developed themes.

-Assemble 15-20 images;

-*Digital files*, -CDs: All images should be in JPEG format. Maximum dimensions should be 800 pixels on the image's longest side. Files should be labeled with number and title of the work.

-*Slides* -Make sure all slides are labeled on the front with name, size and title and an indication of the TOP of the slide. Please submit slides in a plastic sleeve.

-Please include the following: A list of works with titles, dates, framed dimensions, and prices

-Artist Statement. Be as detailed as possible.

-Enclose a complete **résumé**, please ensure your name, email address and telephone number are current

-SASE for return of submission materials

Or email a link to your website which should contain all of the above.

Please allow 6 to 8 weeks for review of your work; The gallery will contact you regarding the next steps.

The Image Gallery assumes no responsibility for work submitted for review, so please do not submit original artwork or slides unless specifically requested by the gallery.

ARTIST/PHOTOGRAPHER/VIDEO/FILM MAKER RESPONSIBILITIES

-An image for promotion and title of show must be provided 6 weeks prior to opening

-Delivery/shipping of work/return is the responsibility of the artist and must arrive at the gallery 1 week prior to the opening show date

-Pickup of work within 3 days of end of show unless otherwise arranged.

(Work will be disposed of if left at the gallery longer than 1 week)

-All work must be ready for presentation

(framed works: white mats, framed and wired for hanging *no sawtooth hangers*)

-The work must arrive with a typed inventory including, size, date created, medium and name of show

GALLERY RESPONSIBILITIES

Each exhibition will have labels, email card, gallery reception, and simple checklist/inventory with the arrival of works. The gallery will also hang and take down the works unless the artist must be present for special installation of work.

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