



## INSTRUCTIONS FOR ACCEPTED ENTRIES

### Step 1

Check that all your accepted photos have the required information: title, medium, price, and size.

### Step 2

Print this page and fill out an artist tag for each of your accepted images. This sheet is attached below.

### Step 3

Prepare accepted photos for exhibition:

1. Thoughtfully **consider the dimensions of your finished entry for the exhibition and awards competition**. While it may be less expensive to print and ship smaller photos, some images come to life in larger formats.
2. Photos need to be printed in high resolution with no watermark or logo.
3. **Photos should be shipped unframed**. All images will be exhibited behind Plexiglas provided by PhotoSpiva 2020.
4. Photos need to be printed (including mat) to fit a standard frame size (ex: 11x14, 16x20, etc.).
5. Mount each accepted image on **rigid backing** (ex: foam board).
6. Mat with presentation-quality **white mat board** (minimum 2-inch border). **No off-white or colored mats will be accepted**. Spiva reserves the right to not hang an image if the quality of the print is not consistent with the quality of the digital image submitted.

Labeling, packing, and delivering accepted images:

**Print and complete an artist tag** for each accepted image. Attach it to the back of the mounted print in the upper left corner.

**Prepare return shipping documents**. You are responsible for shipping costs to and from Spiva. Unless you hand-deliver your work, **you must include a prepaid, return shipping label (FedEx or UPS) with your photographs**. **COD returns are not permitted**. *A filled out shipping form is not a label!*

Pack exhibition prints, and return shipping documents together. All accepted work—including hand-delivered photographs—must be packaged in sturdy, reusable containers. Fiber cases and bubble wrap or foam sheeting are preferred. **PLEASE DO NOT USE PACKING PEANUTS**.

### Step 4

Ship or deliver your work to: Spiva Center for the Arts | 222 W. Third Street | Joplin, MO 64801

Entries must arrive by **5 p.m., Saturday February 29, 2020**.

### Step 5

Return of work:

**At the latest, return shipments will begin Friday, May 22, 2020**. **Undeliverable return shipments** will become the property of Spiva Center for the Arts after 120 days.

**Hand-delivered work** pick-up will be May 19-23, 2020 from 10am-5pm.

## ARTIST TAGS

Please fill out an artist tag for each of your accepted images, cut out and attach to the upper left corner of your mounted image(s). Please fill out all spaces.

Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	