



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 2022. **An exception** will be images printed on metal, which will not need to be mounted or matted but will need a secure hanging system.
 1. Photos need to be printed (including mat) to fit a standard frame size (ex: 11x14, 16x20, etc. there is a reference sheet at the bottom of the tag sheet).
 2. Mount each accepted image on **rigid backing** (ex: foam board).
 3. 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.

4. 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!** Given that USPS is taking longer than usual to deliver we recommend using FedEx or UPS.

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 hand-deliver your work to: Spiva Center for the Arts | 222 W. Third Street | Joplin, MO 64801
Entries must arrive by **5 p.m., Saturday March 5, 2022**.

Step 5

Return of work:

At the latest, return shipments will begin Friday, May 20, 2022. Undeliverable return shipments will become the property of Spiva Center for the Arts after 120 days.

Hand-delivered work pick-up will be May 17-21, 2022 from 10am-5pm.

PLEASE EMAIL US AT SPIVA@SPIVAARTS.ORG WITH YOUR FINAL SIZING INCLUDING MAT AS SOON AS POSSIBLE.

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: _____	photo spwa 2022
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	photo spwa 2022
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	photo spwa 2022
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	photo spwa 2022
Name: _____ Title: _____ Medium: _____ Price: _____	Image size (including mat): _____ Insurance value: _____ Phone number: _____ Email: _____	photo spwa 2022

4 x 6	Standard
5 x 7	frame sizes
6 x 8	
8 x 10	24 x 24
9 x 12	20 x 30
8 x 16	22 x 28
11 x 14	24 x 30
12 x 12	24 x 36
12 x 16	30 x 30
14 x 18	30 x 36
12 x 24	30 x 40
16 x 20	24 x 48
16 x 16	36 x 36
20 x 20	40 x 40
18 x 24	36 x 48
18 x 18	48 x 48
20 x 24	48 x 60
15 x 30	48 x 72