

Albuquerque Photographers Gallery
Guest Photographer Submission Guidelines

Mission: The Albuquerque Photographers Gallery Guest Photographers program was created to provide opportunities for photographers in New Mexico to sell their work in the only **all photographers gallery** in the state. The guest photographer program is designed to give up and coming photographers as well as established photographers an established and respected venue in which to display their work. Albuquerque Photographers gallery was visited by 10,600 guests in 2009.

Who is Eligible: The guest photographers program is open to any photographer who is a resident of New Mexico. Applicants may apply more than once, but are only eligible to be chosen as the guest photographer a maximum of once every two years.

Application Rules:

1. All photographs must be taken by the individual applying.
2. All photographic processes and formats are considered.
3. All photographs must be available for sale.
4. All matted and framed pieces must be signed.

Submission Guidelines:

1. Entries must be submitted on the attached form or on the website (www.abqphotographersgallery.com), along with 5 photos on a CD (please put your name on the CD) and a check for \$25 made payable to Albuquerque Photographers Gallery. Submissions are mailed to: Albuquerque Photographers Gallery, 328-C San Felipe, Albuquerque, NM 87104 or dropped off at the gallery from 11-5 Wed. – Mon. (the gallery is closed on Tues.)
2. Please submit photographs of the southwest. Most visitors to the gallery are tourists and purchase work representative of the region.
3. Print files will be in JPG format and no larger than 2.5 megapixels. The longest dimension should be no larger than 1024 pixels at 72 dpi, in sRGB color space.
4. Name files as follows – lastname_firstname_image1.jpg. Change the number for each of the 5 photographs.
5. No borders, embedded marks or logos should be used on the submitted files.
6. All files will be destroyed after the show.

Each Guest photographer will show his/her work at the gallery for one calendar month.

**Guidelines – Guest Photographers
Albuquerque Photographers Gallery**

All guest photographers are asked to follow these guidelines:

Photographs --

1. All work is subject to approval by the gallery
2. All photographs must be taken by the guest photographer and of the same quality as those juried.
3. Hang a minimum of 6 framed photographs
 - a. all framed prints are to be matted and in a minimum frame size of 16x20
 - b. minimum price for all framed work is \$130
4. Provide matted prints
 - a. minimum mat size of 11x14
 - b. place all prints in protective archival bag
 - c. place a price tag on the back of all matted prints
5. All photographs are printed in an archival manner
6. All work is to be displayed for the entire month;
7. Guest photographer must be present for setting up and taking down on the assigned days
8. All photographs are to be signed

Advertising –

1. Send notice of the show to the guest photographer's contact list
2. Include information on a "Meet the Artist" reception early in the month
3. All advertising is to include the name, address and hours of operation for the gallery

Monetary Considerations –

1. Pay a jury fee of \$25
2. Pay the gallery \$150 rent at least four weeks prior to the show
3. All fees are non-refundable
4. Pay the gallery 20% commission on all sales
5. Pay the State of NM all sales tax collected for guest photographer's sales
6. Pay merchant credit card fees on guest photographer's sales (subtracted from sales check)
7. Be responsible for shipping (including paying) of any item sold (if applicable) in a timely manner.

General –

1. Plan and attend a "Meet the Artist" reception. Dress in an appropriate manner
2. Replace framed art work when it sells
3. Provide a bio with picture on a sheet of paper no larger than 8 x 10
4. Provide business cards
5. Gallery contact person – (guest artist committee chair)

In exchange the Gallery's responsibilities are:

1. Approve the guest photographer based on the jury system.
2. Pay the artist for all sales (less commission and credit card merchant fees) including sales tax and shipping (if applicable) at the end of the month.
3. Advertise the show via the gallery's e-mail/newsletter list and on the gallery's website.
4. Prepare the wall before the guest photographer hangs his/her work.
5. Provide a print bin to match the other bins in the gallery.
6. Provide price tags for framed art.
7. Open and work in the gallery during normal gallery hours – 11am – 5pm Wed. through Monday.
8. Promote the guest photographers work in an equal fashion to that of gallery members.
9. Collect sales tax and shipping charges and pay the artist by the 5th business day of the month after the show.

Albuquerque Photographer's Gallery
Guest Photographer Application

Name: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ E-mail address: _____

I certify that the submitted photographs are my own original work. I understand that all fees are non-refundable. I agree to allow Albuquerque Photographers gallery to use any of my photos in publicity prior to the guest photographer's show, if I am selected. I have read and agree to the guidelines for the guest photographer's program.

Signature: _____

Checklist:

1. \$25 jury fee
2. Signed application
3. CD of 5 digital files following the guidelines on the submission page
4. Mailed or delivered in person to:
Albuquerque Photographer's Gallery
328-C San Felipe
Albuquerque, NM 87104

If you have any questions please contact Pat O'Brien at 980-9195

Albuquerque Photographers Gallery
Old Town • Poco A Poco Patio
328-C San Felipe • Albuquerque, NM 87104
(505) 244-9195 • www.abqphotographersgallery.com