

# **SUBMISSION GUIDELINES**

**photolarkgallery.com**

**THE CALL FOR WORK** is open to artists internationally. The gallery provides a unique market place for artists to sell quality reproductions of their work and also to have their work seen by curators, the public and other arts professionals.

## **PLEASE FOLLOW THE GUIDELINES CAREFULLY**

### **ARTWORK GUIDELINES**

The processes and techniques welcomed for submission include photography, painting, illustration and graphics. Selections are made based on artistic merit, and the perceived sales potential of the work. We will only consider work represented in digital format. Note that the original work will remain the property of the artist. Photolark Gallery sells quality reproductions of art work, which may be printed in a variety of size, format, and framing options. These options will be determined by our customers at point of purchase. Photolark Gallery will be responsible for printing, packing and shipping all orders.

### **ARTISTS ENTRIES**

- All entries must be submitted on-line.
- Please fill out and sign the artist contract. You may attach the signed artist contract as a separate jpg or PDF with your submission, or fax it to us.
- Send up to 8 images in jpg format. You can send attachments up to 25 megabytes (MB) in size. If your submission exceeds this please send it in two separate emails.
- Also please attach a word document that includes your, artist statement, website address, and any other information pertinent to your submission.

### **TO SUBMIT FILES**

Photolarkgallery.com accepts files submitted online to:

[submissions@photolarkgallery.com](mailto:submissions@photolarkgallery.com)

Please make your payment directly before or after sending your files at:

[payments@photolarkgallery.com](mailto:payments@photolarkgallery.com)

**Note:** If submitting images of paintings, illustrations or works on paper we require that you submit a scan of the original work to capture detail and ensure image sharpness. Please include the dimensions of the original work in your submission.

## **FILE SPECIFICATIONS**

300 PPI jpg files. Please include the image number, your name and title of the image, in each file name. (For example: 1\_First\_Last\_Title.jpg).

We ask that you submit your images in high (80 - 100%) quality but please keep the file size below 6 MB. Please refrain from adding borders, frames, watermarks, or text of any kind.

We ask that you do not upscale your image to meet these requirements. Only submit high quality, high resolution images please. (*Note that because of the public nature of our site we will not accept work of an explicitly pornographic nature, or work that includes images of children.*)

## **SUBMISSION FEES**

**\$20** for up to 8 images. Payment is accepted securely by PayPal at:  
[payments@photolarkgallery.com](mailto:payments@photolarkgallery.com)

*Photolarkgallery.com appreciates artists worldwide. Thank you for your support we are looking forward to seeing your work.*

## **NOTIFICATION**

All artists submitting work per the guidelines will receive an email notification indicating if their submission was successful.

## **THE FINE PRINT**

As a way to promote the artists presented on photolarkgallery.com, and to encourage dialogue between contributors, locations (city/province/state/country), and Artists Name are typically printed. If you wish to have any or all of this information withheld, please indicate so on your submission. All, work selected for photolarkgallery.com will be presented for sale on the photolarkgallery.com website and may be used in promotional print materials.

Photolark Gallery is responsible for determining the price of all reproductions they sell. Please indicate the price of the original on your list of work.

Although reasonable care will be exercised in the handling of files submitted for review, photolarkgallery.com is not held responsible for loss or any damage of submitted materials. Remember that no artwork will be represented on photolarkgallery.com without a signed artist contract on file.

**ARTIST CONTRACT**  
**photolarkgallery.com**

Please fill in the blank areas, and sign below. This contract must accompany your artwork. Please print clearly. Save a copy for your own records.

**Artist name:** \_\_\_\_\_

**Professional name used:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_

**Province/State:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Phone:** (Including international code) \_\_\_\_\_

**Email:** (Print Clearly) \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**PayPal Account Email:** \_\_\_\_\_

TERMS AND CONDITIONS FOR ARTISTS SUBMITTING WORK TO PHOTOLARK GALLERY

The submission fee is non-refundable in every case.

The artist may submit up to 8 works in .jpg format with each submission.

All artists submitting work per the guidelines will receive an email notification indicating if their submission was successful.

The gallery has the right to select work that they deem appropriate for sale on photolarkgallery.com. The galleries decision is final and will remain confidential.

The artist will receive a 30% commission on the sale of reproductions of their work.

Payment to the artist is made to the artists account via PayPal.

The gallery has a right to remove work from the site after a period of one year.

The original art work remains the property of the artist.

**ARTIST SIGNATURE:** \_\_\_\_\_

**DATE OF SIGNATURE:** \_\_\_\_\_

**ARTIST NAME:** \_\_\_\_\_

**List of works submitted:**

Title - Media - Original Dimensions - Price of Original - Date

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

**Email your completed Contract to: [submissions@photolarkgallery.com](mailto:submissions@photolarkgallery.com)**

**or Fax your Contract to Photolark Gallery: fax 604-648-8094**

***Thank you - We look forward to receiving your work.***