

REGISTRATION PACKAGE

APRIL 2013

www.sparkphotofestival.com

SPARK PHOTO FESTIVAL

SPARK PHOTO FESTIVAL - Investing in the culture of our community. Powered by Sponsors. Sponsorship opportunities available.

Lansdowne Place
lansdowneplace.com

Magic 96.7
Peterborough's Favourite Music

STAR 93.3
#1 For Today's Hit Music

107.9fm
TheBreeze
the greatest classic hits of all time

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webdesign + social media solutions

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PETERBOROUGH
CAPTURING LIFE AND ENTERTAINMENT

The first annual SPARK PHOTO FESTIVAL is scheduled for April 1 to April 30, 2013.

Registration is based upon an *Open Call for Photographic Exhibits*. Photographer participation in THE SPARK PHOTO FESTIVAL is conditional upon **1)** pre-arranging an exhibit venue with a venue proprietor or at a location of one's choice, and **2)** photographer registration with the Festival including full payment.

BENEFITS OF PARTICIPATION

- 1 Extensive promotion of your exhibit through the SPARK PHOTO FESTIVAL Catalogue, Web Site, Pocket Map and extensive advertising/promotional initiatives.
- 2 Exhibition listing with one image in the SPARK PHOTO FESTIVAL catalogue. This single image restriction applies to groups including community organizations and students. For groups, a multiple image similar to a contact sheet is acceptable.
- 3 Each registrant (individual or group) will enjoy a web page on the Spark Festival site that will include: artist's statement/theme, and/or CV, and up to 4 images as well as email address and web link/or blog link.
- 4 Venue signage will be provided to the exhibitor including a single page artist's statement/theme and/or CV and 20 caption plates for individual exhibitors or 30 plates for group shows. If necessary, additional caption plates will be charged back at cost to the exhibitor.
- 5 Option to sell work during the exhibition or if a community group, use the exhibit as a fundraising initiative. (Some restrictions apply. See below for details.)
- 6 The chance to be awarded one of several Spark Festival awards: Peoples' Choice Award and Curator's Choice Award. (All awards are conditional on securing award sponsorship.)
- 7 Through your participation as an exhibitor, you will become known as an advocate for the photographic arts in general and be recognized as a builder of cultural capacity in our community.

EXHIBITS

The core component of each exhibit must be the photographic still image but this may be presented through traditional print, digital print, monitor, screen projection, mixed media, photo sculpture, flags or performance. Looped slide shows are also acceptable. Videos and motion pictures are excluded unless secondary to and supportive of the main stills exhibit. Performance art that integrates the still image as a primary theme/component is also welcome.

VENUES

Two approaches may be used in obtaining a venue for your work:

- 1 The SPARK PHOTO FESTIVAL will provide a list of potential locations that have agreed to offer space for the exhibition of photographic art. (see website)
- 2 The photographer may search out and secure their own space to show their work (preferred).

In either case the photographer must co-sign with the venue manager and fill out and submit the Photographer/Venue Agreement form below.

Traditional venues such as public and private galleries, as well as non-traditional spaces are equally encouraged. Non-traditional venues may include community centres, clinics, studios, cafes, shops, clubs, businesses with public access, community organizations, shopping centres, store front windows, sports arenas, outdoor billboards, sides of buildings, parks and other public spaces.

It is the photographer's responsibility to secure all necessary permissions, permits, licenses, engineering reports, etc. when exhibiting outdoors. The City of Peterborough requires a permit and approval for all installations attached to any building or in a public park.

Consider venues that have the longest possible operating hours so that your work has the potential for maximum exposure. (suggest a minimum of 40 hours a week with at least one day of weekend viewing) Viewing times will be published along with each artist's show listing. It is not necessary for the artist or their representative to be present during hours of exhibition unless they choose to do so.

EXHIBITOR RESPONSIBILITIES

Registrants are expected to be forthcoming with venue managers in discussing the subject matter and manner of installation of their work and obtain the venue managers consent by signature on the Photographer/Venue Agreement well in advance of their exhibit.

Photographers, not venues, are responsible for any loss, theft or damage to their work, installation or related equipment for the duration of the exhibit. Information about exhibition insurance will be made available on-line.

Photographers are responsible for the cost of mounting and installation of their exhibits. For first time exhibitors, SPARK will post minimum suggested standard guidelines to its Web Site. Volunteers will also be available to discuss mounting your exhibit.

Exhibits must be up for the entire month of April but can open before April 1st or go beyond April 30th.

If you choose to hold a reception and/or talk, indicate the date, time and location (if different from exhibit location) in your registration form.

EXHIBITOR RESPONSIBILITIES CONTINUED

Photographers may sell their work during the Festival but prices may not be displayed on the artwork itself and all work must remain installed for the duration of the Festival. Photographers may distribute price sheets or catalogues at their venues. Sold pieces may be indicated in these price sheets but not on the displayed work itself.

A 'Comments Book' at your venue for signatures and feedback is recommended but not required.

Sources of funding for printing, framing and installation can be found on the Festival web site.

PRINT MATERIALS TO BE SUPPLIED WITH REGISTRATION

1. Artist's Statement/Theme and/or CV for Catalogue and Exhibit signage (300 words maximum in MS Word compatible format). Contact information is not included in the total word count but will be included in the Catalogue listing and taken from registration information. Portrait of artist can be included on the venue signage by request and submission, but will reduce the word count available on this sign.
2. Exhibit captions may be submitted any time up to the closing date of registration – February 1, 2013. If available at time of registration, please include a printed page with an index of exhibit image thumbnails along with associated caption text for each thumbnail. Captions are limited to a **maximum of 50 characters**. Suggested caption information may include one or more of the following (at discretion of artist): artist name, title, location, creation date, print media, print size, and/or ownership if from a private or public collection.
3. Include one digital image. Must be 300 dpi maximum resolution - .tif, .eps, or .jpg on CD/DVD for inclusion in the Catalogue. Do not sharpen the image or convert to CMYK. Recommended colour space for RGB images is Adobe 1998. All submitted images may be re-sized proportionally to fit catalogue layout where necessary and at the discretion of the SPARK design team. Images will not be cropped or otherwise altered from their original submitted format. Provide image title + "Cat" in file name to identify it as catalogue image material.

WEB MATERIALS TO BE SUPPLIED WITH REGISTRATION

1. Artist's Statement/Theme and/or CV (1000 words maximum in MS Word compatible format). Contact information including email, blog and web links will be derived from your registration form.
2. Up to 4 images from your exhibit will be shown on your exhibits' stand-alone web page .jpg format only, 72 ppi minimum resolution - must be supplied on CD/DVD. Identify each image through its file name. Recommended colour space for RGB web images is sRGB. Images submitted will be optimized for web and may be re-sized proportionally to fit website layout where necessary and at the discretion of the SPARK web design team. Images will not be cropped or otherwise altered from their original submitted format. Provide image title + "web" to identify it as web site material.

In cases of registration where exhibit artwork has not been finalized, the above materials must be delivered by the close of registration (February 1, 2013).

No images will be re-sold or otherwise distributed for free or for profit in any medium except for the sole purpose of promoting the SPARK PHOTO FESTIVAL and its objectives.

Please note: The earlier you submit your registration package and associated materials, the longer both you and your venue will enjoy the promotional benefits of the Festival website and other Festival marketing activities.

DEADLINES AND FEES

Artist Registration/Venue Agreement forms **MUST** be accompanied by payment in full.

Registration fees are used for the production of the Festival Catalogue, Venue Pocket Map, Web Site and other promotional initiatives. Festival sponsored events, including the Showcase exhibit, lectures, workshops, portfolio reviews, awards, and other related initiatives, are funded through the generous support of our sponsors.

IMPORTANT DATES

Registration Opens September 30, 2012

Final Registration Deadline: February 1, 2013

Exhibit Installation Deadline: Midnight, March 31, 2013 (please arrange for exhibit installation with your venue in advance of the Festival start date of April 1, 2013.)

REGISTRATION FEES

Group Exhibit (more than one person):	\$200
Individual Exhibit:	\$175
Individual Artist with Multiple Exhibits:	plus \$125 per additional exhibit
Non-Profit or Community Organization Exhibit:	\$125
Student Group Exhibit: (each student must be enrolled at any publicly funded institution)	\$80
Individual Student Exhibit: (must be enrolled at any publicly funded institution)	\$50
Hard-Bound Catalogue (Optional - \$50 each - X Number of Copies):	<input type="text" value="\$"/>
TOTAL	<input type="text" value="\$"/>

PAYMENT OPTIONS

Please note: make cheques and money orders *payable to* "SPARK PHOTO FESTIVAL"

Cheque or Money Order Are Preferred (we can only accept credit cards on-line)

Mail to:

SPARK PHOTO FESTIVAL
 Suite 278, 171A Rink St.,
 Peterborough, ON, Canada,
 K9J 2J6

Cash Payments, Registration Forms and Registration materials can be dropped off at the above address in person. *Please do not send cash through the mail!*

On the Festival Web Site using PayPal

You will be sent a receipt by email plus a link where you can upload other materials.

Please note: An invoice marked PAID will be issued upon verification of payment.

PHOTOGRAPHER REGISTRATION FORM & VENUE AGREEMENT FORM

The following registrant information and Venue Agreement Form must be completed by the photographer (exhibitor) and must include a signed venue agreement. This form is a combination of the photographer's (exhibitors) registration information and venue proprietor's agreement to host the exhibit. It is the responsibility of the photographer to work with the venue manager to complete and submit this form.

PHOTOGRAPHER REGISTRATION FORM (* Required information)	
* NAME (photographer, group, community organization, student or student group, sponsored exhibit, other (specify))	
NAME OR THEME OF EXHIBIT (if different from above)	
* NAME OF SCHOOL (students only)	
* STREET ADDRESS	
* CITY	
* PROVINCE/COUNTRY	
* POSTAL CODE	
* TELEPHONE (use most accessible only)	
* EMAIL	
* CONTACT NAME (only if different from above)	
* WEBSITE/BLOG LINK	
HARD BOUND CATALOGUE (optional)	Number of copies:
OPENING RECEPTION (optional)	Date & Time:
ARTIST'S TALK (optional)	Date & Time:
* NAME OF VENUE (see Venue Agreement Form below)	
PHOTOGRAPHER/EXHIBITOR AGREEMENT. I have read the exhibitor responsibilities as outlined above and will make every effort to abide by the conditions set forth for participation. I consent to the use of all submitted images and written material for Festival produced assets, including the intention of promoting, advertising, and marketing the SPARK PHOTO FESTIVAL, but for no other purpose.	
* PHOTOGRAPHER/EXHIBITOR SIGNATURE	

VENUE AGREEMENT FORM

Very Important! The Venue information below is what will appear in all mentions of the Venue in the SPARK PHOTO FESTIVAL catalogue, venue pocket map, website and other festival promotions. It is suggested that the venue owner carefully review the information in advance of signing for accuracy.

VENUE AGREEMENT FORM (* Required information. Please have the Venue owner sign.)	
* VENUE NAME	
* STREET ADDRESS	
* CITY	
* PROVINCE	
* POSTAL CODE	
* TELEPHONE (use most accessible only)	
* EMAIL	
* VENUE CONTACT PERSON	
* VENUE WEBSITE	
* HOURS OPEN (INCLUDE DAYS OF WEEK AND HOURS)	
* AUTHORIZED VENUE SIGNATURE: (I approve the exhibit subject matter & consent to host the exhibit for the full duration of the festival)	
DATE OF AGREEMENT WITH EXHIBITOR (D/M/Y)	

EXHIBITOR MATERIALS INCLUDED

WILL SEND AT A LATER DATE

PLEASE NOTE: Deadline for submission of all materials is February 1, 2013. Otherwise, SPARK PHOTO FESTIVAL cannot guarantee inclusion in Festival Catalogue, Website, or the production of exhibit signage and captions. No exceptions.

Mailing Address

SPARK PHOTO FESTIVAL
Suite 278, 171A Rink St.,
Peterborough, ON, Canada,
K9J 2J6

METHOD OF PAYMENT

CHOOSE ONE ✓

CHEQUE

Enclosed

MONEY ORDER

Enclosed

CASH

By drop-off
at mailing address

PAYPAL

Registration
Online

Credit Cards such as Master Card and Visa can *only* be used with on-line registration through PayPal. The Festival does not keep records of credit card numbers or card expiry dates.

IMPORTANT TO NOTE: once registered, notice of cancellation of exhibit must be received in writing no later than February 1, 2013, and will be judged on a case-by-case basis as to whether the registrant is eligible for a refund of fees paid.

CONFIRMATION OF REGISTRATION & RECEIPT OF MATERIALS

An invoice marked PAID will be issued upon verification of payment. Confirmation of receipt of materials will also be issued along with this invoice.

Any questions regarding payment, confirmation of registration, receipt of materials can be directed to the SPARK PHOTO FESTIVAL Organizing Committee Secretary - contact information as follows:

SPARK PHOTO FESTIVAL
Marlis Lindsay, Secretary
(705) 743-4101
marlis@sympatico.ca

THE FINE PRINT

The SPARK PHOTO FESTIVAL cannot return any of the requested materials submitted on disk. *Please do not submit original files.* Make back-up copies of all files submitted.

The SPARK PHOTO FESTIVAL is not responsible for the loss or damage of any materials submitted, either while in transit, or upon receipt. The Festival will notify exhibitors immediately if there is an issue with opening the files, loss of files, damage to the disk, or the receipt of corrupted files.

If any of the information in your registration package changes, please notify the Festival secretary in advance of February 1, 2013.

Thank You for participating in the SPARK PHOTO FESTIVAL by registering an exhibit.

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K9J 2J6