

VERVE

GALLERY OF PHOTOGRAPHY

PORTFOLIO SUBMISSION GUIDELINES

VERVE Gallery of Photography is a private art gallery in Santa Fe, New Mexico that features and sells contemporary fine art photography. VERVE welcomes portfolio submissions. Please visit our website, www.vervegallery.com in order to acquaint yourself with the gallery and its work.

VERVE receives a large number of portfolios to review. **Your cooperation is necessary in order for us to give your work a full, fair and timely review. Please peruse and follow these guidelines carefully. Thank you.** Also, we request that you send your submission via email. We do our best to be a 'green' business, and we encourage you to submit your work electronically. **VERVE Gallery will not be responsible for submissions delivered to us by any other means.**

Please address all submissions to: submissions@vervegallery.com

VERVE is open to new work in all photographic based media, subjects, styles and schools. We look for artists who have a mastery of the photographic medium, demonstrate vitality and originality in expression, excellence in composition, and have a lively imagination. We apply these criteria in selecting work in each of the following categories.

VERVE has three categories of submissions:

VERVE Represented Artists

VERVE Represented Artists are those photographers that VERVE features throughout the year and with whom VERVE has a committed long-term business relationship.

Contemporary Documentary Photographers—Photojournalists

VERVE also hosts exhibitions of contemporary documentary photography or photojournalism. The show may be either a group exhibition or the work of a single photographer. VERVE usually schedules this show more than a year in advance. Photojournalists are invited to submit work.

Online Featured Artist

VERVE welcomes the work of emerging or mid-career artists. We feature one artist from this category at a time on VERVE's website. Once the work is selected by VERVE it will be shown on VERVE's website as an online featured exhibition. As a general rule, the work will be up on the website for a period of four to eight weeks. The on-line exhibition of a featured artist complements and runs concurrently with a VERVE Gallery exhibition.

Note: In submitting your work to VERVE for gallery representation in any or all of the categories, and if accepted by VERVE, VERVE expects to be your exclusive gallery and agent in New Mexico throughout the term of any agreement with VERVE.

In a concise email, with the subject of the email being your surname followed by your first name, please provide the following:

1. **Contact** Information: (Name, Address, Telephone Number(s), Email Address)
2. **Category** for Review: In your letter of transmittal please advise us in which category or categories you wish to be considered.
3. **Website:** Please provide your work where it is easiest to view. If you do not have a website with the information we have requested, please send the following attachments with your submission.

219 East Marcy Street, Santa Fe, New Mexico 87501 P [505] 982-5009 F [505] 982-9111

WWW.VERVEGALLERY.COM

(All documents should be in Microsoft Word or PDF.)

A. Resume.

Please include your contact information, as well as your education, your experience in photography, and other relevant information with respect to your experience as a fine art photographer. Please list all gallery representations, exhibition history, and collections that have your work (private and public).

B. Artist Statement.

Provide us with an artist statement for each body of work submitted.

C. Images (Bodies of Work)

Please provide us with ten (10) jpgs of each body of work you submit. We would prefer each body in separate folders then compressed into zip files. If not compressed into zip files, please attach the jpgs to the body of the email. You should make certain images are 72 dpi at 6" width or length. If you are submitting more than one body of work, please e-mail 10 jpgs of each succeeding body of work in a subsequent email. The title in the subject heading of each succeeding email should contain your last name, first name and Portfolio Submission #2, (for example: Scanlan, John: Portfolio Submission #2)

D. Image File Names

Name your image files as you wish; however, make it easy for us to identify each separate file.

Notification

The Gallery Owners and the Gallery Director carefully review each portfolio submission. Many factors enter into the decision on whether or not to represent an artist or an artist's body of work. Our criteria include aesthetic considerations, existing commitments to artists we represent, calendar settings, and ultimately, the marketability of the work to VERVE Gallery patrons.

After reviewing your work, **if we conclude that the work is a good match for VERVE, i.e., that it meets all criteria for potential selection, we will notify you in writing of our interest in your work. If you do not hear from VERVE Gallery, please know that our decisions are based on the above-mentioned criteria and are not a critique of your work.** We encourage you to continue in your artistic endeavors and keep us in mind as you develop new work. We thank you for taking the time to submit your work to VERVE.

Gallery Representation by VERVE Gallery of Photography

All VERVE's agreements to represent artists are in writing. The writings take the form of a letter of invitation, letter with exhibition date commitments, etc. and a contract in the form of a written Consignment Agreement. These letters and the consignment agreement set out the terms which govern VERVE's relationship with artist photographers and vice versa. Until you have these documents in hand and both parties execute VERVE's Consignment Agreement, VERVE has no commitment to represent either you or your work. The terms of VERVE's letters and the Consignment Agreement are not varied by any conditions, terms, or stipulations set out in any delivery memorandum, packing slips and/or correspondence accompanying any submission.

Any questions with respect to submissions should be addressed to: submissions@vervegallery.com

Thank you for your interest.

Best wishes,
VERVE Gallery of Photography