



Dear Photographer,

2/08/16

We are excited to start the 2018 calendar season! Please review our 2018 photo submission information. Submission information and forms are also available on our website at www.smith-southwestern.com.

We will be accepting submissions from 2/15/2016 until 4/15/2016.

From this submission we will be creating 2018 calendars, postcards, sublimation items and also souvenir items. Images submitted may be chosen for any of these projects.

Please be sure to thoroughly read the Submission Guidelines noted below as some information has changed.

Submission Guidelines: (Please Read Carefully)

General Information:

- **Only digital files will be accepted- No Transparencies**
- **All Cityscape images must have the month and year the photo was taken.**
- **There is no additional payment for a cover image.**
- **Images must be at least 300dpi and 6" x 9" in size for calendars.**

The "Photographer Information Form" must accompany all photo submissions. This form is attached or you may also download it from our website. By signing this form, you agree that Smith-Southwestern will not accept any liability for loss or damage of a digital file. Smith-Southwestern will also not assume any responsibility during shipping. You as the photographer, accept responsibility for any photos taken on or off private property.

A **preferred method** for your submission would be using a **USB (flash drive)**, these will be returned. This is a much faster for you and our own process, however you can still send in cd/dvd, but the disk(s) **will not** be returned unless you note on your Photographer Information Form that you would like this returned. Otherwise, disks will be filed and images may be considered for future use (permission would be requested before any use after the listed projects).

We will also accept submissions via internet, using a "light box" or other sources of online photo delivery. Please send these links to photo@smith-southwestern.com. Be sure that you attach the "Photographer Information Form" to the e-mail. **Do not email jpgs** for your submission, only links to galleries or light boxes. Emails containing images will not be reviewed. Only submit images that are relevant to the subjects requested.

Important note: If using file transfer programs (ex "yousendit" or "wettransfer") please email a link to the file as well, so that the images can be reviewed before the link expires. Some websites get blocked from our email when sending directly from the file transfer program website.

Please submit original digital files taken with the digital camera. **Also, include a duplicate small jpg of each file for quick viewing. PLEASE NOTE:** If you do not include a high resolution file in addition to the jpg then the image may be substituted with one that includes a high resolution file.

Once we have completed the culling process for the calendar program, an email will be sent out for photo usage. You will receive payment once the calendar(s) have arrived & added into inventory (approx April) along with a sample of the calendar your image was used in. We create purchase orders for all calendar/photo projects; there is no need to send in an invoice to us. Payment is not processed until end of April.

Images should be horizontal for calendars. Photo credit will be given for each image per product (except for souvenir items; space is limited and hides views). Photo credit will read as it appears on the Photographer Information Form so PLEASE make sure this information is exactly how you want the photo credit to be given, Smith-Southwestern will not accept responsibility if incorrect information is given.

Each image must be saved as its own unique numeric or alphanumeric number, **including photographer or company name within the file name**. Example, putting your name at the beginning, or part of your company name incorporated into the file name in any manner is acceptable. Be sure all images on the disk are sorted into folders based on our categories of current needs. Please do not put the same image in multiple folders. Label all disks with your name and telephone number. YOU MUST NOTE IF YOUR FILES HAVE BEEN ADJUSTED OR CORRECTED IN ANY WAY.

Please include any reference material pertaining to the subject matter of your images.

*Submissions received after 4/15/2016 will not be reviewed.

Please submit your photography to:

Smith-Southwestern
Attn: Photography Department
1850 N. Rosemont
Mesa, AZ 85205

Email: photo@smith-southwestern.com

Contact: Stacie Inkel

Phone: 480-854-9545

Attached is our current needs list and photographer information form.

PHOTOGRAPHER INFORMATION FORM

PLEASE FILL-OUT AND RETURN WITH YOUR SUBMISSION:

Company / Photographer Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Telephone: _____ Are You Incorporated: Y / N

If 'Yes', What Is Your Tax Identification Number: _____

If 'No', What Is Your Social Security Number: _____

CD's submitted: Y/N

If yes how many: _____

Key fob (USB) submitted: Y/N

If yes how many: _____

Important - Please Read Below:

I understand and agree to all conditions for submission to Smith-Southwestern and that Smith-Southwestern has no liability for lost or damaged transparencies or digital files. Smith-Southwestern does not have any liability due to carrier loss or damage. I accept responsibility for any photos taken on or off private property:

Name: _____

Signature: _____

Date: _____

Notes: _____

PHOTOGRAPHER FEE INFORMATION:

ENGAGEMENT CALENDARS: \$150 (No additional payment for cover image)

CHRISTMAS CARDS: \$75

PHOTO KEYCHAINS OR MAGNETS: \$25 each

POSTCARDS: \$75 – 1st image

\$25 – each additional image

SOUVENIR ITEMS: \$50-1st image per item
\$25-additional images per item
Maximum \$100 per souvenir item
(Excluding sublimations items)

SUBLIMATION SOUVENIR DESIGNS: Fee is for design to be used on all Sublimation items; Mugs, shot glasses, cordials, etc.

Optional sublimation items: Tile, 15oz Grande mug & Bottle- Additional \$25.00 per item if used. See sublimation information for more details.

\$50-single view

\$25- each additional images

Maximum \$100 per design

2018 Calendar Submission List of Subjects

States

Arizona	California	Colorado	Florida	Idaho
Kansas	Louisiana	Missouri	Montana	New Mexico
Nevada	Oklahoma	Oregon	Texas	Utah
Washington	Wyoming			

Cities & Towns

Arizona

Flagstaff
Glendale
Grand Canyon
Havasú – L.B.
Mon. Valley
Phoenix
Scottsdale
Sedona
Tempe
Tombstone
Tucson

California

Coastal Towns
Hollywood
Lake Tahoe
Los Angeles
Palm Springs
Redding
San Diego

Colorado

Colorado Springs
Denver

Durango

Garden of Gods
Pikes Peak
Silverton
Telluride

Idaho
Boise
McCall
Coeur d'Alene
Idaho Falls

Louisiana

Baton Rouge
New Orleans
Shreveport

Missouri

Branson
Kansas City

Saint Louis

New Mexico

Albuquerque
Las Cruces
Santa Fe
Taos

Nevada

Lake Tahoe
Las Vegas

Reno

Oklahoma

Oklahoma City
Tulsa

Florida

Clearwater
Destin

Fort Lauderdale

Fort Myers
Fort Walton
Jacksonville
Miami
Naples
Orlando
Panama City
Pensacola
Sarasota
St. Augustine

St. Petersburg
Tampa

Route 66

New & Old Buildings

Auto & Moto

Texas

Dallas
El Paso
Fort Worth
Galveston
Houston
San Antonio

Utah

Bryce
Moab
Provo
Salt Lake City
Zion

National Parks, National Monuments, Recreation (not limited to below)

Arches National Park	Kings Canyon National Park	Redwood National Park
	Lassen Volcano National Park	Rocky Mountain National Park
Big Bend National Park	Lake Powell	Saguaro National Park
Bryce Canyon National Park	Lake Tahoe	Sequoia National Park
Everglades National Park	Mesa Verde National Park	Yosemite National Park
Grand Canyon National Park	Monument Valley	Zion National Park
Gulf Coast	Padre Island	Lake of the Ozarks
	Yellowstone National Park	Grand Teton National Park

Animal Subjects (not limited to below)

<u>Desert</u>		<u>Rocky Mountain</u>	<u>Other</u>
Hummingbird	Gila monster	Bear	Baby Wildlife – found in North America
Quail	Scorpion	Bobcat	Horses – Farm/Wild
Road Runner	Rattlesnake	Cougar	Longhorn
Coyote		Deer	
		Eagle	
		Elk	
		Pheasant	
		Moose	

General Subjects

Fishing	Chili	Native American	Western
Palm Trees	Hunting	Desert	Mardi Gras
Motorcycle	Native American	Desert in Bloom	Southwest Cooking