



Dear Photographer,

2/18/2018

We are excited to start the 2020 calendar season! Please review our photo submission information. Submission information and forms are also available on our website at www.smith-southwestern.com.

We will be accepting submissions from 2/20/2018 until 4/30/2018.

From this submission we will be creating 2020 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 "wetransfer") 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 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.

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

* **Important note:** Submissions received after 4/15/2018 will not be reviewed.

2020 Submission List of Subjects:

General States:

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

Arizona

Flagstaff
Glendale
Grand Canyon
Grand Canyon National
Park
Havasu – L.B.
Lake Powell

Monument Valley
Phoenix
Saguaro National Park
Scottsdale
Sedona
Tempe
Tombstone
Tucson

Florida

Everglades National Park

Missouri

Branson
Lake of the Ozarks
Saint Louis

Oklahoma

Oklahoma City

Utah

Arches National Park
Bryce
Bryce Canyon National
Park
Moab
Salt Lake City
Zion National Park

California

Coastal
Kings Canyon National Park
Lake Tahoe
Lassen Volcano National
Park
Palm Springs
Redwood National Park

Sequoia National Park

Idaho

Boise
Coeur d'Alene
Idaho Falls
McCall

New Mexico

Albuquerque
Santa Fe
Taos

Route 66

Auto & Moto
Buildings
New & Old

Wyoming

Yellowstone National Park
Grand Teton National Park

General:

Outdoors (Hunting, Fishing,
etc)
Motorcycle
Native American
Desert (Desert in Bloom)
Western
Mardi Gras
Southwest Cooking
Chili

Colorado

Colorado Springs
Denver
Durango

Garden of Gods
Mesa Verde National Park
Pikes Peak
Rocky Mountain National
Park
Silverton
Telluride

Louisiana

New Orleans

Nevada

Lake Tahoe
Las Vegas
Reno

Texas

Big Bend National Park
Gulf Coast
Padre Island
San Antonio

Animals:

Hummingbird
Quail
Road Runner
Coyote

Gila monster
Scorpion
Rattlesnake
Bear
Bobcat
Deer
Eagle
Pheasant
Moose
Baby Wildlife –(found in
North America)

2020 Calendar Submission

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:

<u>ENGAGEMENT CALENDARS:</u>	\$150 (No additional payment for cover image)
<u>POCKET CALENDARS:</u>	\$75 (No additional payment for cover image)
<u>CHRISTMAS CARDS:</u>	\$75
<u>PHOTO KEYCHAINS OR MAGNETS:</u>	\$25 each
<u>POSTCARDS:</u>	\$75 – 1 st image \$25 – each additional image

<u>SOUVENIR ITEMS:</u>	\$50-1 st image per item \$25-additional images per item Maximum \$100 per souvenir item (Excluding sublimations items)
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SUBLIMATION SOUVENIR DESIGNS: Fee is for design to be used on all Sublimation items; Mugs, shot glasses, cordials, etc. Optional sublimation items: 15oz Grande mug, Keychains, magnets, thermo, tumbler, Bottle, etc. Additional \$25.00 per item if used.

	\$50-single view
	\$25- each additional images
	Maximum \$100 per design