

**Online Members Portfolio Section - Registration Form**

Name: \_\_\_\_\_

**Please submit the following information via email as an attachment to  
intern@craftcouncilbc.ca:**

**Images:**

three professional quality images of my work, with title/artist clearly identified. Images are in the following format: JPEG (400 x 270 pixels for "signature image", equivalent to 160kb total file size [this will be reproduced larger on the page than the other 2 images], 170 x 250 pixels for secondary images, equivalent to 80kb total file size. The images can be horizontal or vertical format)

Description/Title	Dimensions of object	Photographer ( <i>indicate with * if important to identify</i> )

**Artist's Statement** (maximum 150 words) and contact information in MS Word or text only format

**Contact Information:** (this will be posted on the website as it appears below)

*Note: contact information must be submitted in the following layout*

Name \_\_\_\_\_

Company name \_\_\_\_\_

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

City \_\_\_\_\_, Province \_\_\_\_\_ Postal Code\*: \_\_\_\_\_

Tel (with area code)\*: (\_\_\_\_) \_\_\_\_\_

Fax (with area code)\*: (\_\_\_\_) \_\_\_\_\_

Email\* \_\_\_\_\_

Website\* \_\_\_\_\_

*continued on reverse...*

Info about studio hours, etc.... \_\_\_\_\_

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Work can be viewed at the following venues:  
shop name, address, phone number, website if applicable

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\*Optional. If you do not wish to be contacted directly, fill out your name, company name and city/province but please indicate where the public can see your work (retail outlets, museums, galleries, etc).

*The CCBC reserves the right to refuse images if they are not of a professional quality, and to edit information if it does not fit with the website criteria or goals.*

I have enclosed a signed copy of the **CCBC Website - Terms and Conditions**

Please send this form with your images and the above two signed documents to the Craft Council of BC:

Craft Council of British Columbia  
1386 Cartwright Street  
Vancouver BC V6H 3R8  
Tel: (604) 687-6511, or toll free within BC at 1-888-687-6511  
fax: (604) 687-6711  
email: info@craftcouncilbc.ca

## **CCBC Website Terms and Conditions**

### **Mission statement for Members' Section of the website:**

To connect craftspeople with a broad public audience to promote awareness and appreciation of BC crafts in an effective and sustainable manner.

The following comprises the policy for having your work featured on a page of the Craft Council of British Columbia's website ([www.craftcouncilbc.ca](http://www.craftcouncilbc.ca)):

### **Promotion:**

The Craft Council of British Columbia will enthusiastically promote the website, and therefore the members whose work is featured in the portfolio section, to Craftware customers, tourism outlets, designers, Canadian consulate offices, galleries, etc.

### **Membership:**

Membership in the Craft Council of British Columbia is mandatory for inclusion on the website. If membership has not been renewed two months after expiration, your page will be removed from the site.

### **Commission:**

Members' direct contact information has been included in this section to encourage the general public to contact craftspeople directly for commission and/or purchase inquiries. A commission of 10% is payable by you to CCBC when you receive payment from any customer for a purchase/commission of your work as a result of being promoted on the CCBC website. If the customer is a shop or gallery, the 10% commission is payable upon payment to you of your first consignment sale, or on payment of your first wholesale order.

### **Inquiries:**

For information relevant to CCBC's Annual Report and funding applications, participants are requested to track the number of inquiries received (whether they result in a sale or not) as a result of being promoted through the CCBC website. You will be asked on an annual basis for this information.

### **Photographs:**

When you submit photographs to CCBC for inclusion on the website, and upon signing this document, you give CCBC permission to use these photos for visual purposes to enhance the website and/or promotional purposes related to the website or CCBC in general. Where possible, you will be credited as the creator of the work. Please inform us if the photographer requires acknowledgement. You have the right from the photographer to use the photographs and it is your legal obligation to ensure the photographer's permission to reproduce your image. Please note that photographs must be of professional quality in order to be posted on our website.

**Reciprocal Links:**

The Craft Council of British Columbia will provide a link to your personal website and requests that you provide a link on your personal website, if applicable, to the CCBC.

**CCBC Website - Terms and Conditions / Photography Release / Image List**

I understand and agree to the above terms and conditions.

I give permission to the Craft Council of BC to use the attached photograph(s) for visual purposes to enhance the website ([www.craftcouncilbc.ca](http://www.craftcouncilbc.ca)) and/or promotional purposes related to the website or the CCBC in general:

It is understood that, where possible, the name of the artist and the name of the photographer (if different from the artist and where indicated as important to identify) will be identified.

Name (print) \_\_\_\_\_ Signature: \_\_\_\_\_

Witnessed by (print) \_\_\_\_\_ Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_