



crafts association
of british columbia

Online Members Portfolio Section - Registration Form

Please submit the following information via email as an attachment to info@cabc.net:

Images:

- one professional quality image of work, with title/artist clearly identified. Image is in the following format: JPEG (435 x 290 pixels for "signature image", equivalent to 160kb total file size The image should be horizontal format)
- one portrait image of the artist (120 x 120 pixels)

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

Text:

- artist's statement (maximum 150 words) and contact information in MS Word, Wordperfect or text only format
- contact information (see below)
- image caption (title, medium, dimensions, year) (see page 4)

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* _____

Info about studio hours, etc... _____

Work can be viewed at the following venues:

shop name, address, phone number, website if applicable

*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 CABC 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.

Please send the signed **CABC Website – Terms and Conditions** to the following address:

Crafts Association 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@cabc.net

CABC 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 Crafts Association of British Columbia's website (www.cabc.net):

Promotion:

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

Membership:

Membership in the Crafts Association 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 CABC when you receive payment from any customer for a purchase/commission of your work as a result of being promoted on the CABC 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 CABC'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 CABC website. You will be asked on an annual basis for this information.

Photographs:

When you submit photographs to CABC for inclusion on the website, and upon signing this document, you give CABC permission to use these photos for visual purposes to enhance the website and/or promotional purposes related to the website or CABC 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 Crafts Association 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 CABC.

Revisions:

Any revisions to the web page will be charged \$20.00 payable in advance by cheque to CABC or by credit card number. Please keep CABC informed of any new contact information, including address, phone, email and website (if these are applicable).

CABC Website - Terms and Conditions / Photography Release / Image List

I understand and agree to the above terms and conditions.

I give permission to the Crafts Association of BC to use the attached photograph(s) for visual purposes to enhance the website (www.cabc.net) and/or promotional purposes related to the website or the CABC 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: _____