
HOW TO ENTER

PREPARE YOUR DIGITAL IMAGES FOR UPLOAD INTO THE ENTRY SYSTEM

If assistance is needed, contact Harvey Kimmelman at (413) 229-5951 or at kimmelman@mac.com.

(Do these steps below before starting your entry.):

1. Set camera for a very high-quality image. Use a tripod and make certain camera is perfectly square and level with the painting.
2. Transfer image to computer. Make a copy of image and work with the copy. Crop out mats, frames or untidy edges – only your painting should appear in the image. Only make computer adjustment to lighten or darken the image if exposure is not correct.
3. Re-save at resolution 72 ppi and Re-size to 1920 pixels on the longest side.
4. Save as high-quality jpg. Then check the size of the jpg file; if it is larger than 2 Mb, re-save with slightly lower jpg quality to increase compression and reduce file size. Files larger than 2 Mb will not be uploaded.
5. Files should be saved as: last_name_first_initial_title.jpg (abbreviate title if lengthy).

Example: Vermeer_J_TheMilkmaid.jpg

TO ENTER ONLINE:

- Follow the image preparation guidelines above.
- Then go to the website www.showsubmit.com.
- Click the *Log in to Artist Account* button at upper right on the home page.
If you have an account at ShowSubmit, click the *Existing Account* button, otherwise click *New Account* and create your artist account including login password.
- Once in your artist account, click the *New Show Entry* button, locate the *HVAL show* in the list of shows that are open for entry, and click the *GO* button.
- On the entry page be sure to indicate that you are an HVAL member.
- Click the *Add Image* button to select and upload each image, and edit and save the image information if necessary.
- BEFORE clicking the *SAVE & Proceed* button, click the *USE* checkbox next to each image you actually want to enter into the show.
- At checkout, confirm that the images listed are the ones you want to include, then click to pay with credit or debit card.
- You will receive a confirmation email from the system with your artist and image information including thumbnails of your images.

SALES

All exhibition entries must be for sale and should be reasonably priced. Works labeled “**Not For Sale**” will not be accepted. The maximum sales price for one piece **can not be more than \$3,000**. Portraits should be priced as for a similar work. All work shown online will be listed and priced as **unframed**, unless otherwise specified by the artist.

A Commission of **20%** will be deducted from all sales.

Any interest on the part of a buyer is handled by contact through HVAL to protect the artist’s privacy.

The **buyer** is responsible for paying any and all shipping costs as well as any applicable sales tax.

The **artist** handles the packing and shipping and agrees to ship the art within 10 days of purchase.

Payment is made to **HVAL**, who in turn will deduct its commission, any credit card service charge, and sales tax from all sales and pays the balance to the artist by check at the end of the show.

The **buyer** is purchasing the artwork unframed as presented by the artist on the website, unless otherwise stated. In the event where the buyer is not satisfied with the artwork purchased for any reason except damage, the buyer will be responsible for shipping it back to the artist. When the artist gets it back in the same original condition as when shipped out, the buyer is refunded their money less a small handling charge (TBD).

SUBMITTING an entry means acceptance of the above conditions.