



Dear Photographer,

2/01/2017

We are excited to start the 2019 calendar season! Please review our 2019 photo submission information. Submission information and forms are also available on our website at [www.smith-southwestern.com](http://www.smith-southwestern.com).

**We will be accepting submissions from 2/15/2017 until 4/15/2017.**

From this submission we will be creating 2019 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](mailto: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 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.

**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 4/15/2017 will not be reviewed.**

**Attached is the photographer information form and current photography needs.**

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 <sup>st</sup> image
	\$25 – each additional image

SOUVENIR ITEMS: \$50-1<sup>st</sup> 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

## 2019 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

<b><u>Arizona</u></b> Flagstaff Glendale Grand Canyon Havasú – L.B. Mon. Valley Phoenix Scottsdale Sedona Tempe Tombstone Tucson	<b><u>Colorado</u></b> Colorado Springs Denver  Durango  Garden of Gods Pikes Peak Silverton Telluride  <b><u>Idaho</u></b> Boise McCall Coeur d’Alene Idaho Falls  <b><u>Louisiana</u></b> Baton Rouge New Orleans Shreveport	<b><u>Missouri</u></b> Branson Kansas City  Saint Louis   <b><u>New Mexico</u></b> Albuquerque Las Cruces Santa Fe Taos  <b><u>Nevada</u></b> Lake Tahoe Las Vegas  Reno  <b><u>Oklahoma</u></b> Oklahoma City Tulsa	<b><u>Florida</u></b> Clearwater Destin  Fort Lauderdale  Fort Myers Fort Walton Jacksonville Miami Naples Orlando Panama City Pensacola Sarasota St. Augustine St. Petersburg Tampa	<b><u>Route 66</u></b> New & Old Buildings  Auto & Moto  <b><u>Texas</u></b> Dallas El Paso Fort Worth Galveston Houston San Antonio  <b><u>Utah</u></b> Bryce Moab Provo Salt Lake City Zion
<b><u>California</u></b> Coastal Towns Hollywood Lake Tahoe Los Angeles Palm Springs Redding San Diego				

### **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)**

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

### **General Subjects**

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