



**2020 ILFORD CCP Salon — supported by Milieu  
Essential Information Kit**

**Index**

**General** **2**

Q. What is CCP *Salon*? 2

Q. Will CCP implement COVID—safe precautions throughout *Salon*? 2

  

**Submitting an entry** **3**

Q. When do entries close? 3

Q. Who can enter *CCP Salon*? 3

Q. How much does it cost to enter *Salon*? 3

Q. How do I enter *Salon*? 3

Q. How do I prepare my artwork’s digital file for online exhibition? 3

Q. How do I prepare my artwork for physical exhibition? 4

Q. If I enter CCP Salon, will my artwork be exhibited? 5

Q. How many artworks can I enter? 6

Q. If my work is a series of two or more images, can I enter it under one entry? 6

Q. Is there a size restriction for entries? 6

Q. Does CCP need to see the physical artwork before artwork drop-off? 6

  

**Artwork drop-off** **6**

Q. When and how do I drop off my artwork to CCP? 6

Q. If I submit my entry form by Friday 11 December, do I submit my work at the same time? 6

Q. After I’ve dropped off my artwork, do I take my packaging home? 6

Q. Can I deliver my work by post? 7

  

**Judging** **7**

Q. Do I need to nominate myself to be considered for particular prize categories? 7

Q. Where can I view all of the prize categories available? 7

Q. Who is on the Judging Panel this year? 7

Q. When will the winners be announced and how will I know if I have won a prize? 7

  

**Winners Announcement** **7**

Q. What is the Winners Announcement? 7

Q. Can I attend the Winners Announcement in person? 7



Q. Will there be an Opening Event in the gallery? 8

**Exhibition 8**

Q. When and how will 2020 ILFORD CCP Salon be exhibited? 8

Q. If I am entering a series of artworks, will they be hung together? 8

**Artwork sales 8**

Q. What is an artwork edition and how do I edition my work? 8

Q. How should I price my artwork? 8

Q. What happens when my artwork sells? 8

Q. What if I don't want to sell my artwork? 9

**Artwork collection 9**

Q. When do I collect my artwork? 9

Q. Will CCP have materials that I can use to wrap my artwork, or do I need to bring my own? 9

Q. Can I collect my work before 2pm, Saturday 6 February, 2021 (exhibition close)? 9

Q. How do I organise return post for my artwork? 9

Q. What if I don't collect my artwork by 9 March, 2021? 9

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**General**

Q. What is CCP Salon?

CCP Salon is an annual, open-entry exhibition and competition at the Centre for Contemporary Photography (CCP). The French term *salon* describes the style of exhibition, prominent in nineteenth-century Paris, whereby artworks were exhibited floor to ceiling. [Click here for more information on the history of the hanging style.](#)

Q. Will CCP implement COVID—safe precautions throughout Salon?

Absolutely. CCP's top priority is the health and safety of its community, including staff, volunteers, visitors and artists. Throughout the entire *Salon* project, CCP will follow the latest public health advice from the Victorian Government.

Measures may include (but are not limited to): registration and sign-in for all visitors including entrants, physical distancing, masks and hand sanitising as a condition of entry to the building. *Salon* participants and visitors will be updated on current requirements closer to drop-off. Should you have any concerns, please call CCP on (03) 9417 1549 **before** attending the gallery.



## Submitting an entry

### Q. When do entries close?

5 pm, Friday 11 December.

### Q. Who can enter *Salon*?

*Salon* is open to artists and photographers of all ages and with all kinds of experience, both based in Australia and abroad.

### Q. How much does it cost to enter *Salon*?

Full-price entry is \$45 per artwork and concession entry is \$25 per artwork. CCP has reduced the entry fee for 2020 in recognition of the financial hardship faced by many this year. Concession entry is available for CCP Members, Seniors Card holders, Healthcare Card holders, full-time students, and those on a low income or who have otherwise experienced income hardship.

### Q. How do I enter *Salon*?

Enter *2020 ILFORD CCP Salon* online. [Follow the link on the CCP website](#) and complete the entry form:

1. Enter your Personal details.
2. Pay for your *Salon* entries. Please note that you can enter a maximum of six entries, one artwork per entry. If you're not already a Member, consider purchasing a Membership at the same time as your entries — this entitles you to the Members/Concession entry price.
3. Enter the details of your artwork/s. Please ensure you fill out your form carefully and accurately as this creates the wall label that accompanies your work. **These details cannot be changed once submitted.**
4. Make sure that you attach a digital file of your artwork and that it is properly formatted. This file will be used to exhibit your work online. For specification on how to format your file, please refer to 'How do I format my digital file for the online exhibition?' below.
5. Please ensure that you read the [Conditions of Entry](#) and this Essential Information in full, as *2020 ILFORD CCP Salon* entries are **not refundable for change-of-mind.**

### Q. How do I prepare my artwork's digital file for online exhibition?

If you're submitting digital photography...

1. Open your image file in Preview (Mac) or another image viewer on your computer. If using Preview, select at 'Tools>Show Inspector' for information about your DPI (Dots Per Inch) and file size. For other image viewers, look for any option involving 'Information', 'Size', 'Image Details' or similar in the Menu Bar.
2. For submission to *Salon*, **the image file must be at least 150dpi and no larger than 2MB.**

3. You may need to resize your image to fit within the 2MB limit. Make a copy of your original image file. Opening that copy in Preview, select 'Tools>Adjust Size' in the Menu Bar to alter the pixel dimensions of your image. For other image viewers, look for an option involving 'Resize', 'Edit', 'Adjust Size' or similar in the Menu Bar.

If you're submitting sculpture or analogue photography...

1. Take a digital photo of just your artwork in an evenly-lit space, preferably with natural light. Try to angle the camera lens so that it is parallel to the picture plane (squarely facing your artwork), but does not cast a shadow on your work.
2. Upload your image to your computer and follow the instructions above for 'If you're submitting digital photograph...'

If you're submitting a video artwork...

Your video file must be **a maximum of 500MB**. Upload your video to a Vimeo account (or similar) and attach the link in your *Salon* entry form. CCP will then download your file directly from that link. Please ensure that your upload is password protected, and that you include that password with the link on your Entry Form.

If you're submitting a photobook...

Format your file to **a PDF of maximum 150dpi** resolution.

Q. How do I prepare my artwork for physical exhibition?

1. All works must be ready for installation when dropped off. **Please note that CCP takes all care and no responsibility** with respect to the handling and exhibition of Salon entries. CCP only accepts works prepared according to the following requirements:

#### **Photographic prints: Pinning**

Our preferred method of installation is to pin prints directly to the wall, through its edges. If you're concerned about pin holes, ask your printer to leave a border of blank paper around the work which you can trim post-*Salon*. We recommend that you use a C-Type print process (matt or lustre surface), this is more stable for handling. Recommended Inkjet print papers are pearl / lustre and fibre (barya) surfaces. If you are unsure of the printing process please ask your printer.

**DO NOT USE:** adhesives that adhere directly to the wall such as double-sided tape and velcro, clip frames, or Mylar tabs. If your work has adhesives CCP staff and installers will remove them.

#### **Framed or box artwork: D-rings or Split Batten**

If the work cannot be pinned (i.e. work in frames, or if the work is a canvas or lightbox) it must have one of these secure systems:

- D-rings (pictured below left)
- Split batten hanging system (pictured below right)



If in doubt, speak with your framer about these hanging systems. MOUNTED WORKS WILL NOT BE ACCEPTED, only framed or pinned work.

### Video or other screen-based works

The artist is responsible for providing their own technology for displaying screen-based works. All technology must be tested and tagged. CCP recommends [Aussie Rentals for equipment hire \(ph 0413 949 385\)](#). Video works must be looped and supplied TVs or media players must have a 'Repeat One' play function. Due to risks associated with the spread of COVID-19, **headphones will not be used for the exhibition**. Sound for relevant entries will place openly in the gallery space.

### Self-published photobooks

Photobooks must be self-published and entries must be exhibition copies. CCP will provide gloves for handling but will not be responsible for any damage that occurs during the course of the exhibition.

If you have a different method for installation to those discussed above, please call CCP on (03) 9417 1549.

2. Label your artwork. Each work must be labelled on the reverse left-hand bottom corner with your name, the work's title, and your phone number. Please use an acid free pen, pencil or securely fasten a label. **Do not use post-it notes!** They fall off and we have difficulty attributing the work to the correct artist. If you are submitting screen-based work, ensure associated equipment, including remote controls, are supplied and labelled with your contact details.
3. Include any relevant installation instructions. If you are submitting a series of two or more images, attach instructions for the installation of the works. We will try but cannot guarantee that multiple entries of a series will be hung together. If you are submitting screen-based work, please include clear installation and turn-on/turn-off instructions.
4. Remember, works above the maximum size limit (80 x 80 cm) or works deemed unsafe to hang will not be exhibited and no refund will be issued.

Q. If I enter CCP Salon, will my artwork be exhibited?

Yes. If you enter *2020 ILFORD CCP Salon* by 5pm, Friday 11 December 2020, following all [Conditions of Entry](#), your artwork will be exhibited online and in the gallery. In the event that

there is not enough room to exhibit all the work, CCP reserves the right to make selections, in which case a full refund would be provided. If your artwork contains images or subjects that may cause offence to the general public, please contact CCP **before** entering.

Q. How many artworks can I enter?

There is a limit of six entries per artist and one work/photograph per entry. An entry fee is payable for each work entered.

Q. If my work is a series of two or more images, can I enter it under one entry?

No. You may enter a series but each work counts as a separate entry. You may enter a maximum of six works, each incurring an entry fee. We cannot guarantee works from a series will be hung together, either online or in the gallery.

Q. Is there a size restriction for entries?

Yes. Maximum size of artwork is 6400 cm<sup>2</sup> (80 x 80 cm square), including frames. To make sure your artwork isn't too large, multiply the length of your artwork (in centimetres) by its width.

Q. Does CCP need to see the physical artwork before artwork drop-off?

No. However, if your work contains images or subjects that may cause offence to the general public, please contact CCP before entering.

**Artwork drop-off**

Q. When and how do I drop off my artwork to CCP?

To make sure the team can prepare for your visit, you'll need to book in a time to drop-off your artwork at CCP. Time-slots for drop-off are available during opening hours (Wednesday to Sunday) from 9—20 December, 2020, and 10am to 5pm from 4—6 January, 2021. Each work must be ready for installation in accordance with the installation requirements listed above. Works must be labelled on the reverse (bottom left-hand corner) with your name, the work's title, and your phone number. All work entered will be hung unless it is not in accordance with the [Conditions of Entry](#). Please note, entries must be at CCP, ready to hang, by Wednesday 6 January at the latest. [Click here to book your drop-off time slot.](#)

Q. If I submit my entry form by Friday 11 December, do I submit my work at the same time?

No. Drop-off is available by appointment during opening hours from Wednesday 9—Sunday 20 December, 2020, and Monday 4—Wednesday 6 January, 2021. Drop-off appointment times are limited and CCP cannot guarantee that you will be able to book your preferred time.

Q. After I've dropped off my artwork, do I take my packaging home?

Yes. Please take your packaging home after drop-off, as CCP will not hold on to any packaging. Store your packaging in a clean and dry place to reuse it for collection.



Q. Can I deliver my work by post?

Yes. CCP recommends that you post your artwork as soon as you submit your entry form online (or as soon as possible). This is to avoid extensive postal delays due to COVID-19 and the Christmas period. All artwork must be delivered to CCP, ready to hang, by Wednesday 6 January, 2021, at the latest. Please pack your work carefully and note that Australia Post does not offer a fragile service.

**Judging**

Q. Do I need to nominate myself to be considered for particular prize categories?

No. By entering *Salon*, your entries will automatically be considered for all available prizes. No need to allocate which prizes you are interested in, or think could apply to your work.

Q. Where can I view all of the prize categories available?

All prize categories are listed [on the CCP website](#).

Q. Who is on the Judging Panel this year?

CCP is very pleased to announce that NGV Curator of Indigenous Art Myles Russell-Cook, RMIT Lecturer of Photography Dr Alison Bennett and CCP Curator Jack Willet make up the Judging Panel for the *2020 ILFORD CCP Salon*.

Q. When will the winners be announced and how will I know if I have won a prize?

The winners of all prizes (excluding the Bodriggy People's Choice Award) will be broadcast live online during the Winners Announcement from 6pm, Friday 15 January, 2021. You can tune in or wait for the names of winners to be published at [ccp.org.au](http://ccp.org.au) by Wednesday 20 January, 2021, at the latest. If you have won a prize, CCP will contact you directly via email.

**Winners Announcement**

Q. What is the Winners Announcement?

The Winners Announcement is an online broadcast kicking off from 6pm, Friday 15 January, 2021. This is the formal opening of the *2020 ILFORD CCP Salon* and announcement of all artworks selected for a prize (excluding the Bodriggy People's Choice Award). Join us online and celebrate the diversity of practice and photography in our community! Instructions for how to tune-in will be published at [ccp.org.au](http://ccp.org.au) and emailed to all *Salon* participants closer to the date of the event.

Q. Can I attend the Winners Announcement in person?

To ensure your safety, as well as the health of all staff, artists and visitors, you will not be able to attend the Winners Announcement in person. That said — please join us online from 6pm, Friday 15 January, 2021!



Q. Will there be an Opening event in the gallery?

There's only one thing that CCP loves more than bringing our community together, and that's seeing them safe and well. This year, we plan to achieve both. While there will not be a physical event at the gallery, please join us online for the Winners Announcement.

CCP looks forward to welcoming our community back to 404 George Street for Opening events when it is safe to do so.

**Exhibition**

Q. When and how will *2020 ILFORD CCP Salon* be exhibited?

The *2020 ILFORD CCP Salon* will be exhibited in the gallery and online from 11 am, Saturday 16 January—2pm, Saturday 6 February, 2021.

Q. If I am entering a series of artworks, will they be hung together?

Artists with a series consisting of two or more images must provide instructions for the installation of their work, and this must be clearly attached to the work on delivery. We will try but cannot guarantee that multiple entries of a series will be hung together.

**Artwork sales**

Q. What is an artwork edition and how do I edition my work?

Editions describe the number of prints or copies of an artwork that exist, and each is individually numbered. Editions are important when selling artwork, as they are a commitment to the buyer that you will only produce a set number of copies. Please note, CCP will only sell the individual artwork that you enter to *Salon*, no further editions.

Q. How should I price my artwork?

CCP takes a 33% commission on all artwork sales. This means that the amount of money you would like to receive needs to be 67% of the total sale price. To calculate this, take the amount of money that you would like to receive, multiply this by 100, then divide that number by 67.

For example, if you would like to receive \$100 for your artwork:

$$100 \times 100 = 10000$$

$$10000 / 67 = 150$$

Therefore, to receive \$100 from the sale of your artwork, you need to enter \$150 under 'Sale Price.'

Q. What happens when my artwork sells?

CCP will contact you via email with a detailed request for an invoice if your artwork sells. Please note, CCP takes a 33% commission on all sales and will therefore pay you 67% of the sale price.

Q. What if I don't want to sell my artwork?

Not a problem. When completing your entry form, select 'I do not wish to sell my artwork' for all relevant entries and enter 'NFS' (which stands for Not For Sale) under 'Sale Price'. 'NFS' will appear on your wall label, so staff and visitors know that your artwork is not available for purchase.

**Artwork collection**

Q. When do I collect my artwork?

Collection dates are by appointment from 2pm—5pm, Saturday 6 February, and 10am—5pm on Sunday 7 February, Monday 8 February and Tuesday 9 February 2021. Instructions for how to book an appointment time will be emailed to all participants in January 2021.

Q. Will CCP have materials that I can use to wrap my artwork, or do I need to bring my own?

Please bring your own materials when collecting your work. CCP encourages participants to think sustainably about packaging — after you have dropped-off your artwork, store your packaging in a dry place and reuse this at collection time.

Q. Can I collect my work before 2pm, Saturday 6 February, 2021 (exhibition close)?

No. To ensure all visitors can enjoy the full *Salon* experience, all entries must be exhibited for the entire exhibition period.

Q. How do I organise return post for my artwork?

When posting your artwork to the gallery, please include return postage. CCP will store your packing and postage throughout the exhibition and use this to return your artwork in March.

Q. What if I don't collect my artwork by 9 March, 2021?

If your artwork remains uncollected by 9 March, 2021 and you have not confirmed alternate arrangements with CCP, CCP will dispose of your artwork. If you think you will not be able to collect your work before this date, please contact the gallery as soon as possible.

[Click here to review the 2020 ILFORD CCP Salon Conditions of Entry.](#)