



The Polaroid Collections  
850 Winter Street, R5  
Waltham, MA 02451  
hitchcb@polaroid.com

April, 2005

Dear Artist:

Thank you for your recent inquiry about Polaroid's Artist Support Program. Review of project proposals and portfolios are held three or four times a year. Slides can be sent for initial review, but original photographs are preferred. Please do not submit portfolios before contacting me, as the next review dates have not yet been planned.

Polaroid's grant program provides about \$325.00 (at lowest dealer net pricing) of Polaroid products in exchange for each **exhibition quality image created with Polaroid films--** selected for The Polaroid Collections. **These images must be released to Polaroid for exhibition, publicity, editorial, electronic—e.g., Polaroid web site--and non-commercial purposes.** If photographs are accepted, release forms will be sent to you for signature.

Providing assistance to artists, photographic educators and other professional photographers has been a valued tradition at Polaroid. However, a goal that has always been important and has become more so is acknowledgment in the media--or other publications--of the photographer's use of Polaroid films. Please include media clips (e.g. newspaper/magazine exhibition reviews in which your photography appears) with your portfolio that show **Polaroid film-use references**; this is particularly important for work supported through the Artist Support Program. Without such publicity the continuation of our artist support programming will be jeopardized.

The Polaroid 20x24 Studio located in New York City is currently available on a rental basis. Artist support for non-commercial projects is available in conjunction with rented studio time. Please call John Reuter, Studio Director, at (212) 925-1403 for information.

Although we would like to provide assistance for all of the worthwhile projects that we hear about, it is not possible. If we are unable to assist you with your current project, we hope we will be able to do so in the future. In the meantime, we also hope you will continue working with Polaroid films and keep us apprised of your exhibitions, publicized Polaroid work and other image-related successes. For additional information on artists working with Polaroid films and related exhibitions, please visit the Polaroid Collection at [www.Polaroid.com](http://www.Polaroid.com). Thank you for your interest in Polaroid photographic imaging.

Sincerely,

Barbara Hitchcock  
Director of Cultural Affairs  
(781) 386-3137

# POLAROID PORTFOLIO REVIEW

## Procedure for submitting photographs

1. Please limit the number of prints from 10 to 20. Please check with us for exceptions.
2. **Please sign all photographs (front or back).**
3. Please identify titles, dates and film type used, if not on the back of the work itself, then on some corresponding page that we can reference. If your work is untitled, please number the prints for identification purposes.
4. Please send work in a portfolio case or box that can be returned to you. Indicate complete return address (no P.O. Boxes, please) and phone number. **Artists need to provide return postage or checks for the return shipment of portfolios. Portfolios will not be mailed out unless postage is included.**

### **POLAROID WILL NOT TAKE ANY RESPONSIBILITIES FOR LOST OR DAMAGED PORTFOLIOS.**

5. Curators, staff, and interns will handle all work professionally and with care.
6. Polaroid collects Polaroid instant positive prints, exhibition quality prints made from Polaroid negatives and photographs made via Polaroid technology. Please describe the process you use to create your imagery.
7. The portfolio review process can be lengthy, depending upon the amount of work received. It may take us several weeks following the review to return work. Please be patient.
8. **Please include this form signed and dated with your portfolio.**

If you have any additional questions, please contact Barbara Hitchcock at (781) 386-3137, fax (781) 386-3718, e-mail [hitchcb@Polaroid.com](mailto:hitchcb@Polaroid.com).

I understand and agree to the above.

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Signature

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Date



The Polaroid Collections  
850 Winter Street, R5  
Waltham, MA 02451  
hitchcb@polaroid.com  
[www.polaroid.com](http://www.polaroid.com)  
CREATIVE; Artist's Studio

April 2006

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The Polaroid 20x24 Studio located in New York City is currently available on a rental basis. Artist support for non-commercial projects is available in conjunction with rented studio time. Please call John Reuter, 20x24 Program Director, or Jennifer Trauss, Studio Director, at (212) 925-1403 for information.

Although we would like to provide assistance for all of the worthwhile projects that we hear about, it is not possible. If we are unable to assist you with your current project, we hope we will be able to do so in the future. In the meantime, we also hope you will continue working with Polaroid films and keep us apprised of your exhibitions, publicized Polaroid work and other image-related successes. For additional information on artists working with Polaroid films and related exhibitions, please visit the Polaroid Collection at [www.Polaroid.com](http://www.Polaroid.com). Thank you for your interest in Polaroid photographic imaging.

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I understand and agree to the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Polaroid Collections  
850 Winter Street R5  
Waltham, MA 02451

March 2, 2005

Dear Artist:

Enclosed please find the Polaroid Collections Release Form. **Please complete all pages (filling in all requested information), sign and return to us at the address above, Attn: Barbara Hitchcock, or Fax. 781 386-3718.** Please make any changes as necessary.

PERSONAL INFORMATION

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

Address: \_\_\_\_\_  
(street)

\_\_\_\_\_  
(city, state, code)

\_\_\_\_\_  
(country)

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City, State of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Alternate Address, \_\_\_\_\_

Or gallery affiliation: \_\_\_\_\_

IMAGE INFORMATION

I \_\_\_\_\_ hereby grant Polaroid Corporation and its companies, the worldwide non-exclusive rights for exhibition, editorial, publicity, and non-commercial publication purposes—e.g. print, electronic, Internet, CD-ROM—of the following images in perpetuity:

<p>Title, date: <u>          <b>All my photographs in the Polaroid Collections</b>          </u> _____ _____</p> <p>Film Type: _____</p> <p>Special Processes: _____</p> <p>Insurance Value: _____</p>
<p>Title, date: _____ _____ _____</p> <p>Film Type: _____</p> <p>Special Processes: _____</p> <p>Insurance Value: _____</p>
<p>Title, date: _____ _____ _____</p> <p>Film Type: _____</p> <p>Special Processes: _____</p> <p>Insurance Value: _____</p>

I represent that in each case the photograph is mine and is fully released. I agree to indemnify Polaroid for any liability arising from the use of these photographs.

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(Signature)

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(Date).

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\_\_\_\_\_  
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\_\_\_\_\_  
(country)

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City, State of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

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\_\_\_\_\_  
(Signature) (Date).

Note: Facsimile signatures on this Release Agreement shall be sufficient and fully binding.