****

**Auckland Festival of Photography 31 May - 22 June: Satellite 2018**

**Participation in the Festival’s Satellite programme is on an open access basis**

In order to be part of the 2018 Satellite Festival you need agreement by the Festival Trust. Due to the overwhelming demand and popularity of the Festival we have made some changes on how to participate. We encourage early registration prior to the deadline.

**You need to:**

* Register your interest in exhibiting by submitting the Satellite registration document by **Monday 12th February 5pm** (email: bev.photofestival@xtra.co.nz Attention: Bev Goodwin).
* All Satellite exhibitors pay an administration fee of $125 gst incl. at the time of registration. This year we offer the following:

**Early bird registration** **by December 21**: reduced administration fee of **$110 gst** inclusive payable at the time of registration.

**Volunteer for 9 hours** during these dates: 30 May – Sat. 9 June: **No admin fee.**    
A limited number of volunteering spaces available.

**Payment:** you will be invoiced upon receipt of registration for immediate payment.

* Find a venue – this is up to your imagination. There is no limitation in this sense.  
  For suggestions, go to taking part on our website.
* You need to secure and book the dates and opening times of your exhibition with the venue before the **Monday 12th February 5pm**
* Priority is given to first-time exhibitors. The Festival reserves the right to select the final exhibitions from the registered submissions.
* Only **one** Satellite exhibition listing in the programme per individual, association, organization or group
* Once confirmed we forward you an online digital form link to our online programme submission form by **February 15th**.
* The online submission form requires you/or the gallery to fill in all your exhibition promotional details - including some text about the exhibition and up to 2 exhibition photos.  
  The number of words and the size of the photos (300dpi) will be advised when the submission link is sent to you.
* Deadline for submission of the online programme submission form: **26th February 5pm**Late submissions are not allowed.
* Proofing your exhibition entry in the Festival programme: In March you receive a pdf.   
  Check it, make any changes and notify us.
* If, for any reason, you have not received your proof by 20th March, 2018, please contact us. Emails do go astray.