

Corel® PHOTO SUBMISSION I N F O R M A T I O N

Corel is looking for dynamic, original images created by professional photographers to add to its collection of digital stock photography.

Recognized internationally as an award-winning developer of productivity applications, graphics and Internet software, Corel has maintained an impressive growth rate by developing products that target emerging trends in the software industry.

The Corel® Professional Photos line was established in 1993 and it has grown to become a leading supplier of images for digital media. With over 90,000 dynamic, high-impact photos currently in its libraries, Corel is now expanding its collection to include a new line of digital images.

For more information about selling your photos to Corel, please read the enclosed submission information. Discover how your images can become part of the Corel Professional Photos Collection today!

SUBMISSION GUIDELINES

- 1 You must be the holder of all right, title and interest to the images in your submission, such that Corel, its licensees and end users of Corel products can use your images commercially on a royalty-free basis. If any of the images you submit are acceptable to Corel, you will be asked to review and execute a contract with Corel and to accept full responsibility should Corel's use of your images infringe the rights, including copyright or trademark, of a third party.
- 2 You must be able to provide to Corel appropriate model and property releases which are acceptable to Corel. Please identify the model/property on both the image mount and the release, or write your own reference number on both the release and the mount.
- 3 If you are acting as an agent, please include a copy of all contracts with your photographer(s).
- 4 Please ensure your submission does not contain more than 300 images. Images must be individually labeled with your name. Your submission should include a caption/description for each image.
- 5 Medium or large format images are preferred, however, images may be submitted in any of the following formats: **(35mm slides, 120mm slides, 4" x 5" transparencies, 8" x 10" transparencies.)** All slides **MUST** be submitted in plastic sleeves. Corel will not accept glass mounted images. Corel reserves the right to dismount any submitted images for scanning purposes.
- 6 Corel does not commission photographers to shoot specific categories of images. We are interested in seeing all types of images.
- 7 Corel is under no obligation to accept any image that is submitted or reimburse you for any costs in connection with your submission (ie. shipping, taxes, holding fees, etc.)
- 8 Corel will pay a non-negotiable fee per accepted image, once the image has been properly purchased or licensed by Corel.
- 9 Corel will return all submitted images, regardless of whether or not they are accepted.
- 10 In order for your submission to be processed and evaluated, complete and sign a submission form and return it with your images.



SUBMISSION SUGGESTIONS AND MORE DETAILS

These suggestions are intended only as a guide. Submissions are not necessarily accepted because they fit into any of the categories identified below. Please ensure your images are technically correct, and properly exposed. Images of similar scenes are encouraged and should be grouped together in your submission. Please remember that Corel strives to represent multi-cultural perspectives and peoples. As our needs are constantly changing, we recommend that you check

PEOPLE & LIFESTYLES

- ☑ Family
- ☑ Mature
- ☑ Leisure
- ☑ Children
- ☑ Glamour
- ☑ Sports
- ☑ International people

CULTURE

- ☑ Celebrations & Special Occasions
- ☑ Vacations & Holidays
- ☑ Food & Cuisine
- ☑ The Arts & Entertainment
- ☑ Faith & Religion

CONCEPTUAL DESIGN

- ☑ People
- ☑ Special Effects
- ☑ Still Life
- ☑ Retrospective (Black & White)
- ☑ Thematic Backgrounds

BUSINESS & INDUSTRY

- ☑ Business
- ☑ Communication & Technology
- ☑ Industry & Construction
- ☑ Transportation

POLITICAL & SOCIAL ISSUES

- ☑ Health & Science
- ☑ Social & Environmental Issues
- ☑ Education

BACKGROUNDS & OBJECTS

- ☑ Textures
- ☑ Patterns
- ☑ Abstract
- ☑ In Your Home
- ☑ At The Office
- ☑ Everyday
- ☑ Natural Textures

- a** Please allow 4–6 weeks for Corel to process & evaluate your submission. You will be notified either by telephone, mail or e-mail when this evaluation process is complete. Corel assumes no responsibility for the payment of any holding fees in any event.
- b** Corel will not accept C.O.D. Submissions. You are responsible for the prepayment of all shipping, duty & taxes (if any).
- c** Since Corel assumes no responsibility for lost, stolen or damaged submissions, you are encouraged to send your submissions by courier as opposed to regular mail. You are responsible for insuring your submission.
- d** Inquiries: If you have any questions that have not been addressed on this form, please contact Corel at *Tel: (+1) 613-728-0826 ext.1941; Fax (+1) 613-761-8055; Email: photos@corel.ca.*

SEND YOUR SUBMISSION TO:

Corel Corporation
Professional Photos Submissions Department
1600 Carling Avenue Ottawa, Ontario Canada K1Z 8R7

Corel is under no obligation to accept any image that is submitted, See Submission Guidelines.

SAMPLE ADULT MODEL RELEASE

IN CONSIDERATION of the sum of One Dollar (\$1.00) and/or other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, I, *[Print Name of Model]*, _____ (hereafter referred to as "Model") hereby agree with *[Print Name of Photographer]*, _____ and his/her legal representatives, affiliates, successors, and assigns, including those for whom he/she is acting and those acting under his/her permission or upon his/her authority including clients, licensees, purchasers and agencies (hereafter collectively referred to as "Photographer"), as follows:

- a** I irrevocably grant to Photographer the exclusive right to copyright, use, re-use, modify, reproduce, publish, distribute and/or otherwise transmit any reproduction of the photograph(s) taken of me on the _____ day of _____, 199____, by Photographer and any picture, likeness, image, representation, negative, transparency, print, digital information or indicia, in whole or in part derived therefrom (collectively referred to as the "Representation"), with or without my name, for all purposes including without limitation advertising, trade, display, exhibition and editorial use, in all territories, in perpetuity, in all manner including electronically generated images, without limitation whatsoever.
- b** I understand that editorial matter may accompany the Representation and that the Representation may be published or reproduced in any medium.
- c** I irrevocably grant to Photographer the right to make changes and/or additions to the Representation, whether true or fictional.
- d** I hereby agree to waive and release any right that I may have to inspect and approve the finished product or copy that may be used in connection with the Representation and/or the use to which it may be applied.
- e** I hereby agree to waive and release any claim that I or my successors or assigns have or may have based on statutory or other rights of privacy, publicity or any other right that may arise based on the use, modification, distribution or reproduction of the Representation permitted hereby.
- f** I hereby release and discharge Photographer from any and all liability by virtue of distortion, blurring, alteration, optical illusion, use in composite form and/or any and all usage of the Representation, whether intentional or otherwise, that may occur or be produced in the taking of my photograph or in any subsequent processing thereof, as well as any publication thereof.
- g** I hereby release and discharge Photographer from any claims for remuneration associated with any form of damage, whether foreseen or unforeseen, associated with the proper commercial or artistic use of the Representation.
- h** I irrevocably acknowledge that Photographer may assign his/her rights under this Model Release to any third party.
- i** I irrevocably represent and warrant that I have not transferred or encumbered the rights granted to Photographer herein.

SAMPLE ADULT MODEL RELEASE

- i** I acknowledge and agree that the photography session during which the Representation was obtained was conducted in a completely proper and highly professional manner, and that this Model Release is willingly signed.
- k** This Model Release shall be governed by the laws of the Province of Ontario, Canada. If any provision of this Model Release is invalid, void or unenforceable in any jurisdiction, then (i) that provision shall be construed so as not to apply for the purposes of such jurisdiction; (ii) this Model Release shall be construed so as to effect the widest possible grant of right possible without violating the law of jurisdiction; and, (iii) such provision shall be applicable to all other relevant jurisdictions.
- l** By signing this Model Release, I represent that I am of full legal age in the jurisdiction in which this Model Release is executed and of full legal capacity. I acknowledge and agree that before signing this Model Release, I read it completely and understand it, and that I am bound by the terms and conditions contained herein, as is anyone who succeeds me, as my heirs and assigns. I undertake to do all things necessary to give full effect to this Model Release.

Dated at		this		day of		199	
Model Signature							
Model Name (Please print)							
Telephone							
Address							
Witness Signature							
Witness name (Please Print)							

A sample Minor Model Release and a Sample Property Release may be obtained by visiting our website at www.corel.com or by using our Faxback service at 613-728-3080 #1038

SAMPLE COMMERCIAL INVOICE FOR CUSTOMS

If you live outside of Canada, you must submit a commercial invoice with your submission in order for it to travel across the Canadian border. Please use the following format as a guide for preparing your commercial invoice.

EXAMPLE:

[Company Letterhead]			
COMMERCIAL INVOICE			
	Unit Value	Extended Value	H.S. Number
20 – 35mm slides	0.20 ea.	4.00\$	#3705.90
1– 2 1/4" transparency	0.50 ea.	0.50\$	#3923.90
1– 4" x 5" transparency	0.50 ea.	0.50\$	#3923.90
1 CD-Rom	10.00 ea.	10.00\$	#8524.90
15 prints	0.60 ea.	9.00\$	#3705.90
Total value in US 24.00\$			
Slides are not for resale			
Signed by _____			
Date _____			

SUBMISSION FORM

Please complete this form and return it with your submission. You may photocopy this form for future submissions. Please keep a copy of all completed forms for your records.

Name			
Address	City:	Prov\State:	
	Country:	Zip\Postal Code:	
Phone		Fax	
Email Address			
# of Images Submitted			
Additional Information GST Number			

- 1** Did you personally photograph all of the images in your submission? If yes, go to #4. If no, go to #2. YES NO
- 2** Please identify all photographer(s) and provide contact information on a per image basis.
- 3** Please provide purchase agreement(s) between yourself and all photographer(s). Are they enclosed? YES NO
- 4** Have any of the images in your submission ever been previously licensed or sold to another source? If so, please provide details. YES NO
- 5** Can you provide Model and Property Releases for all of the images in your submission? If no, please indicate images where no release is available. YES NO
- 6** As previously mentioned, Your submission should include a caption/description for each image. Have your images been labeled? YES NO

I hereby submit the enclosed images under the terms & conditions set out in this submission form. I acknowledge that Corel receives numerous images from other sources and that images similar to those submitted by me may be used by Corel in the future without obligation to me.

I have read and understood the submission information contained in this brochure.

Signature		Date	
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