



you are what you **create**.

## | SUBMISSION GUIDELINES FOR FEATURES

Along with a **delivery note** (date, signature, number and name of Features, number of images per Feature) please submit the following for each individual Feature:

- **A Feature submission form**  
This form confirms whether you grant StockFood the first or second rights to market this Feature and allows you to specify, among other things, important details about the property owner, the architect, the writer, the stylist, etc.
- **High Res** and **Low Res** files in separate subfolders
- **Feature text descriptions**
- **Model & Property Releases**

***Please save all documents relating to one Feature in one separate folder.***

### Submission of digital data:

- At least **34 MB/12 mio. pixel** (please be aware that images below 34 MB will only be available as part of a Feature. They won't be accepted as single images.)
- RGB
- **High Res Tiff with LZW** compression or **high quality JPG** with a compression level no lower than 10!
- 300 dpi minimum
- 8-bit/channel
- Adobe RGB 1998 color space
- Unsharpened
- Lowest possible ISO value (100)
- Image flattened (Photoshop command: "Flatten image"), i.e. no alpha channels, layers, guide lines or color charts in the image
- PC-compatible files on CD/DVD
- Short file names with .tif suffix and without any spaces, special characters or accents (ä, ö, è, é, &, /, ., (, ), °, #, etc.)
- Accepted text formats are .doc, .xls, .txt, .rtf, .pdf

### Submission of analog data.

Please send only Low Res files (scans). Originals will be requested prior to sale.



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## GENERAL INFORMATION TO SUBMIT FEATURES

### Content guidelines:

Each Feature should have a minimum of 10-15 images.

- **Interior Features**  
We recommend a combination of shots of the following: the exterior, every room as a whole, connecting areas, hall ways, living room, bathroom, kitchen etc. Details and people shots will definitively help to increase your sales.
- **Travel Features**  
Please combine location shots with food, people and details` shots.
- **Food Features**  
Please submit the Feature in a sequence that makes sense of the story. A clear concept should be recognizable (for example a "Halloween" story, "Christmas", a story about healthy food or a step-by-step meal preparation). A well-chosen combination of food shots with details and people shots will increase the sales prospects.

### Submission workflow:

- **Testing**  
If you are sending Features to StockFood for the first time, please send us one initial test via disc or FTP: all **low-res** and **hi-res** files of a single Feature, with any additional information belonging to it. If necessary, we will advise you of changes that you will need to make.
- **Selection**  
Once your test submission was accepted and all contractual paperwork signed, you can send your Feature submission via disc or via FTP. Please save all files belonging to the same Feature in the same folder.
- **Archiving**  
At the latest after our final selection we'd need the **hi-res** files and the **Feature submission form**, if not already delivered before. We will then proceed to archive, keyword and upload the Features as well as the individual images.



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## **MODEL / PROPERTY RELEASE**

All images showing recognisable or associable people, regardless of whether they are professional models or not, must be accompanied by a "Model Release". A model release is a written declaration of consent by the person featured in the image to assign all rights of use in the image (including reproduction and circulation with no time limit) to the photographer. We cannot market pictures of people with no model release, as among other things, they are barred from any promotional use.

Even though a model release is not always absolutely necessary for images showing people out of focus, pictures of hands etc., they will have a much greater chance of being sold if they too are accompanied by a model release.

Similarly, photographs showing someone else's property (vineyards, wineries, private houses, businesses, cafés, restaurants etc.) require a "Property Release" statement. We also require a property release for images of your own house.

All images must be either accompanied by a release (if appropriate), or marked "No release".

Model and Property Release forms are available here for you to download:

[Model Release \(Adult\)](#)

[Model Release \(Minor\)](#)

[Property Release](#)

For further questions please contact our Photographers & Art Department:

### **Photographers & Art Department**

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