

**DAN FLAVIN IMAGE REQUESTS AND REPRODUCTION GUIDELINES**

Thank you for your interest in the work of Dan Flavin. Please review the following steps for requesting an image and/or permission for reproduction from the Estate of Dan Flavin.

**Please note: in order to process your request, you will need to contact both David Zwirner/The Estate of Dan Flavin and Artists Rights Society (ARS).**

David Zwirner represents the Estate of Dan Flavin and can provide images from the Estate in accordance with the terms hereof. However, David Zwirner does not hold the copyright license for images of the artist's work. In order to reproduce any images of Dan Flavin, you must obtain the **copyright license** from Artists Rights Society (ARS) by contacting them directly at:

Artists Rights Society (ARS)  
536 Broadway, 5th Floor  
New York, NY 10012  
Tel: 212 420 9160  
www.arsny.com

Any fees pertaining to the copyright license will be billed directly through Artists Rights Society.

**Step 1:** Please request/download and fill out the **Image Request/Reproduction Application**. Please email, mail, or fax **a completed copy** to:

**David Zwirner/The Estate of Dan Flavin**  
**537 West 20<sup>th</sup> Street**  
**New York, NY 10011**  
**Fax: 212 517 8959**  
**Email: flavininfo@davidzwirner.com**

**Step 2:** Please contact ARS to obtain the copyright license for the requested image(s). Once ARS approves your request, they will send you a letter granting the copyright license and an ARS invoice for the licensing fee. Please email, mail, or fax **a copy** of this ARS paperwork to David Zwirner/The Estate of Dan Flavin at the address listed above in order to supplement your application.

**Step 3:** Once the copyright license is approved by ARS, and the ARS paperwork is presented to David Zwirner/The Estate of Dan Flavin, you will receive a signed copy of the Image Request/Reproduction Application, granting permission for reproduction. Any processing fees\* (separate from the ARS licensing fee) due to David Zwirner/The Estate of Dan Flavin at this time will be listed on the application.

**Step 4:** Payment of any processing fees due to David Zwirner/The Estate of Dan Flavin must be received before any requested photographic materials will be released. Payment can be made in the form of a money order, check, bank wire transfer, or credit card to David Zwirner/The Estate of Dan Flavin. See "Turn-around Time and Fees" below for further information.

**Step 5:** To ensure accuracy in color reproduction, one final proof must be submitted to David Zwirner/The Estate of Dan Flavin for comparison with the original before publication. David Zwirner/The Estate of Dan Flavin will either advise of any necessary color adjustments or grant approval of the proof.

**Step 6:** David Zwirner/The Estate of Dan Flavin will receive from the publisher, on publication and without charge, two copies of the publication containing the reproduction.

**\*Please note:** submission of the request does not guarantee David Zwirner/The Estate of Dan Flavin's ability to fulfill the order. In the event that the order cannot be fulfilled, notification will be sent to that effect.

**Turn-around Time and Fees:**

- Approximately 2-4 weeks from time of payment, with a non-guaranteed date of delivery.
- Rush service (approximately 5-10 business days) may be available for a 100% surcharge.
- 48 hour image delivery may be available at the discretion of David Zwirner/The Estate of Dan Flavin for a 200% surcharge.
- Images are shipped First Class mail (postpaid) unless special delivery is requested and paid for by the user.

\*Processing fees are the sum of two fees: permission and production fees (consisting of, but not limited to, transparency production, commission of original photography, lab fees, etc). Fees vary according to the kind of original material copied, the type of copy requested, and the intended use of the copy, and are subject to change. We are pleased to support non-profit organizations with reduced rates. These fees are separate from the licensing fees that ARS may charge.

**The approved and signed Image Request/Reproduction Application will also include the total amount due for processing fees, and will serve as an invoice.** Payments can be made by check, money order, credit card, or bank wire transfer. Full payment instructions are listed on the Image Request/Reproduction Application.

**If payment is not issued within 30 days of receiving the signed Application/Invoice, permission will be withdrawn and photographic materials will not be supplied.** All fees are non-refundable, even if image is not reproduced, and subject to change without notice.