

## **Guidelines for Exhibits**

1. Photos should be framed; mounting and matting is preferred. Please make sure all large photos are mounted and have no creases or wrinkles.
2. Your name, title of photo, price and your phone number should be securely attached to the back of your frame.
3. All photos should have wire on the back of the frame in order to properly hang them. The best position for the wire is 1/3 from the top of the frame.
4. If your photo is for sale, include the price as it is displayed plus any percentage the gallery may charge. NFS should be on the back and on the label if you do not wish to sell your work.
5. All photos should be signed in on the sheet provided at the exhibit.
6. It is your responsibility to transport your photos to and from the exhibit, or to arrange for a buddy take or pick up your work.
7. All subject matter should be family friendly and in good taste.
8. We reserve the right to refuse any photo for any reason.
9. Only current members whose dues are paid in full may exhibit.
10. Neither LPS nor the Library or Gallery is responsible for lost or damaged works; hang at your own risk.

## **Exhibit Label Example**

Each of your photos will need a label and should include:

- “Your Name” — is of course your name.
- “Subject” — is for the subject of your work such as “Great Blue Heron” or “Grand Canyon”. If you do not want to specify a subject you do not have to.
- “Location or other” — this is the location the photo was taken, for example, “Lake Martin” or, “Alaska”. If you do not want to specify a location you may put any other information you like. I put my web address.
- As displayed “Price” — this is the price for which you will sell your photo and frame as it is hanging. Do not forget to add any percentage the gallery may charge. If you do not want to sell your work the type in “NFS” (not for sale).
- Print only “Price” — This is the price for just the print, not including the frame or mat. Again, if you do not care to sell your work, then put “NFS”.
- “Your phone number/email” — Put your phone number and/or email so a buyer can get in touch with you directly. If your photos are for sale you must include this contact information.

Print on off-white or white card stock (available at Office Depot and most Walmart stores)

If you have a problem, send me the completed labels and I will print them — OR — send me your information for the labels, and I will make and print the labels and bring them to the hanging. I will need the information several days before the exhibit.

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