

Information for HSL 2019 Exhibit

01/21/2019

- A. **The EOH 2019 Exhibit at the Hawaii State Library (HSL), is scheduled for May 9 - 30, 2019.**
Members are invited to participate in this annual exhibit, which is also a community service project.
1. **Exhibitor - EOH member** (in good standing, as of the March meeting)
 2. **Theme - Open**
 3. **Photograph –**
 - a. **Date Taken – 2018 -- Mar 2019 EOH meeting**
 - b. **Media - digital or film / black & white or color**
- B. **Exhibit Format – Gallery Hanging Options:**
1. **Framed or mounted on foamcore, photoboard print or matted print (black mat required)**
 - a. **Minimum size , 16” x 20” or, 12” x 18“ (full frame 35)**
- C. **Information -- HSL exhibit capacity**
1. **The 2019 exhibit in the Entrance/Lobby can accommodate 60 foamcore mounted, photoboard or matted prints**
 - a. **36 using HSL display stands**
 - b. **18 using 6 HSL 3-sided display stands on tables**
 - c. **6 using 1 HSL carousel/kiosk (3 sides)**
 2. **1st Floor Reading Room, (3 walls)**
- D. **24 Hanging photos**
Submission for selection
1. **One** submission per member, since we have 130+ members and space for 84 photos.
 2. **Content - Must be “suitable for the library staff and patrons”** (children to seniors)
 3. **Submission for acceptance (NOT final submission size):**
 - a. **Date – March 2019 EOH meeting, 5:30p – 7:30p**
 - b. **Size: Nominal - 8” x 10” or 8.5” x 11”**
Maximum - 8” x 12” (for 2:3 aspect ratio, 35mm full frame photos).
 - c. **Print only. Do not submit a framed or matted print.** It will be rejected.
 - d. **Do not identify the photographer,** (by name, initials, signature etc.) on the **front or back of your photo submission.** Signed submissions will be rejected.
 - e. **A completed information card, below, is required with all submissions.**
Note: Website addresses will not be accepted as e-mail addresses

HSL 2019 -- Exhibit Information Card

1. Photographer **(required)** _____
(first and last name to be used in admin, PR releases, poster/catalog for the exhibit)
2. Phone number(s) for exhibit admin **(required)** _____
3. Photo Title **(required)** _____
(Please Print maximum 45 characters/spaces)
4. E-mail address - exhibit admin **(required)** _____
5. Public E-mail address - catalog listing **(optional)** _____
6. Exhibit Format **select one** Lobby _____ Unframed (poster board, foam core, matted print) or Reading Room _____ Framed (print, canvas), Metal, Acrylic

4. An ID number will be assigned to each submission by the exhibit committee as part of the registration process for the jury selection, if required.
5. **E-mail submissions will not be accepted.**
6. A member, if unable to attend the March EOH meeting, may have another person deliver their submission. Submission **must include completed "HSL 2019 -- Exhibit Information Card"**.

E. General

1. Only photos submitted at the March EOH meeting will be presented to the jury.
2. The jury will not know the identity of the photographer.
3. The EOH member will be notified of selection or rejection by 31 March, providing at least 4 weeks for the **preparation of the exhibit photo**: printing, and mounting **using "paragraph F" specifications below**. The **exhibit photo may be signed**.
4. Selected submissions will be identified for the publicity of the exhibit. Members will be requested by e-mail, to send in "jpg" files for these photos. The HSL will use the photos and submitted catalog information in their PR releases.
5. The exhibit committee will assign the HSL exhibit location for all photos.
6. The exhibit committee will provide:
 - a. A **photo label** with the **title** and **photographer's name**.

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- b. The **Artist's Catalog** containing the **title, photographer's name and public e-mail address, if provided.**
7. **The sale of photos is not permitted on the HSL premises.**
 8. **Each member is responsible for his or her exhibit expenses, i.e., printing for jury and exhibit; delivery/pick-up, etc.**
 9. The EOH and the HSL are not responsible for damage or loss of a print submission or the framed exhibit photo.

F. Exhibit Preparation Specifications - (dimensions in inches).

Lobby/Entrance, (exhibit stands and boards, Velcro attached)		
1. Unframed exhibit:	Minimum Print Size	Maximum size
<p style="text-align: center;">mounted on foamcore or printed on photoboard or traditional print with black mat</p>	<p>16 x 20 (traditional 4:5 aspect ratio)</p> <p>12 x 18 (full frame 2:3 aspect ratio)</p>	16 x 24
<p>All unframed prints will be hung on HSL provided exhibit stands or boards using Velcro tabs.</p>		

Reading Room, (hanging exhibit)		
2. Framed:	Minimum print size	Maximum size
Traditional Print w/mat (1)	16 x 20	21 x 26
Canvas wrap (2)	16 x 20	21 x 26
(1) External wood or metal frame, (2) Internal and external decorative frame		

3. Unframed	Minimum print size	Maximum size
Canvas wrap	16 x 20	20 x 25
Aluminum		
Acrylic		

All Reading Room exhibit photos will be attached using the "HSL vertical hanging system", (via "J" hooks on the hanging vertical support rods.

- The traditional hanging wire **anchored to the photo frame** is required for the framed print.
- Aluminum and acrylic exhibits **require a hook or loop anchored to the exhibit photo frame or support block to interface with the HSL "J" hook.**

G. Dates and Deadlines

1. Participating Members

Now thru 25 Mar	Select and prepare submission (photo) and exhibit information card
March @ EOH meeting	Submit photo with information card (late entries will not be accepted)
6 Apr	Submit photo file for HSL public relations if requested in the acceptance e-mail
	Submit catalog corrections by e-mail , if required.
31 Mar - 9 May	Prepare -- Print photo for exhibit using paragraph F specifications
9 May	5:00P – 6:00P, Deliver to HSL lobby: Velcro provided for foam and poster board submissions. Framed photos must be ready to hang.
31 May	4:30P-5:30P, Pick-Up photos from HSL lobby

2. Committee Members

Now thru 31 Mar	Confirm schedule & exhibit space w/HSL Sign HSL exhibit waiver for the club	Confirm loan or use of exhibit stands
March @ EOH meeting	Collect entries and information cards. Assign and attach ID #s to submissions.	Compile/Catalog submission information.
31 March	Send e-mail notification of selection or rejection w/catalog information for review and correction.	Request PR photo files from selected participants Compile Exhibit Catalog information.
6 Apr	Update club information documents	Collect PR photos for submission
		Provide HSL with PR photos and club information
6 - 30 Apr	Prepare exhibit catalog/labels and poster sign	Develop layout for exhibit (photos, type & space)
30 Apr	Coordinate EOH reminder /e-mail to members	
9 May	Place exhibit catalog in lobby	
9 May	5 - 6 PM -- Check in exhibitor's photos.	
25 May	Coordinate pick-up reminder/e-mail to members	
31 May	4:30P – 5:30P, Take down exhibit, clean-up	