

Information for HSL 2018 Exhibit

3/04/2018 (v1)

- A. **The EOH 2018 Exhibit at the Hawaii State Library (HSL), is scheduled for May 3 - 31, 2018.**
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 – 2017 -- Mar 2018 EOH meeting**
 - b. **Media - digital or film / black & white or color**
- B. **Exhibit Format – Gallery Hanging Options:**
1. **Framed or mounted on foamcore or photoboard print**
 - a. **Minimum size , 16” x 20” or, 12” x 18“ (full frame 35)**
- C. **Information -- HSL exhibit capacity**
1. **The 2018 exhibit in the Entrance/Lobby can accommodate 60 foamcore mounted or photoboard photos**
 - a. **36 unframed using HSL display stands**
 - b. **18 unframed 6 HSL 3-sided display stands on tables**
 - c. **6 unframed 1 HSL carousel/kiosk (3 sides)**
 2. **1st Floor Reading Room, (2 walls)**
- D. **24 Hanging photos**
Submission for selection
1. **One** submission per member, since we have 130+ members and space for 60 photos.
 2. **Content - Must be “suitable for the library staff and patrons”** (children to seniors)
 3. **Submission:**
 - a. **Date – March 19, 2018 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**, mat, mounting board is not required. **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 2018 -- 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** _____ Unframed foamcore mounted or _____ Framed

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 2018 -- 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, or earlier, 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** prior to matting and framing.
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:

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- a. A **photo label** with the **title** and **photographer's name**.
- 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).

| | Minimum Size | | | Maximum Size | | |
|--|----------------------------------|--|-------------|----------------|----------|-------------|
| | Print | | | Print | | |
| 1. Unframed mounted on foamcore board or printed on a photoboard | 16 x 20 12 x 18 | (traditional) (full frame 35) | | 16 x 24 | | |
| 2. Framed A hanging wire anchored to the photo frame is required. | 11 x 14 16 x 20 | 16.5 x 20.5 | na | 16 x 20 | 20 x 24 | 21.5 x 26.5 |
| A wire attached to the photo backing board instead of the frame is not acceptable. | | | | 21 x 26 | optional | |
| 4. Full Frame 35, (2:3 Aspect Ratio) Custom Order mat and frame (medium cost \$\$ - \$\$\$) | 10 x 15 | 12 x 18 | 12.5 x 18.5 | 16 x 24 | 18 x 24 | |
| 5. Canvas wrap | 16 x 20 | na | 16 x 20 | 21 x 26 | na | |

G. Dates and Deadlines

1. Participating Members

| | |
|----------------------------|---|
| Now thru 19 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 – 3 May | Prepare -- Print photo for exhibit using paragraph F specifications |
| 3 May | 5:00P – 6:00P, Deliver: Ready to hang exhibit photos to HSL lobby |
| 31 May | 5:00P – 6:00P, Pick-Up photos from HSL lobby |

2. Committee Members

| | | |
|-----------------|--|---------------------------------------|
| Now thru 30 Mar | Confirm schedule & exhibit space w/HSL | Confirm loan or use of exhibit stands |
|-----------------|--|---------------------------------------|

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|----------------------------|--|---|
| | Sign HSL exhibit waiver for the club | |
| 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) |
| 1 May | Coordinate EOH reminder /e-mail to members | |
| 3 May | Place exhibit catalog in lobby | |
| 3 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 | |