

Information for HSL 2025 Exhibit

Rev. 3/12/2025

A. The EOH 2025 Exhibit at the Hawaii State Library (HSL), is scheduled for June 6-27, 2025.

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 –** Jul 2024-- Apr 2025 EOH meeting
 - b. **Media -** digital or film / black & white or color

B. Exhibit Format – Gallery Hanging Options:

1. **Framed or mounted on foamcore, printed on photoboard, matted print (black mat required) or metal.**
 - a. **Minimum size,** 16” x 20” or, 12” x 18“ (full frame 35)
 - b. **Maximum size,** See E below

C. Information -- HSL exhibit capacity

1. **The 2025 exhibit in the Entrance/Lobby can accommodate 60 foamcore mounted, photoboard or matted prints**
2. **1st Floor Reading Room, (2 walls) :** 12-24 Hanging photos (depending on size)
3. **Two** submissions per member will be allowed. **Please indicate your first choice** in case there are more submissions than space.
4. **Content - Must be “suitable for the library staff and patrons”** (children to seniors)
5. **Submission for acceptance (NOT final submission size):**
 - a. **Email to lger735@outlook.com by the Apr 2025 EOH meeting.**
 - b. **A completed information card, below, (p.3) is required with each submission.**

Note: Website addresses will not be accepted as e-mail addresses

D. General

1. Only photos submitted by the April EOH meeting will be considered.
2. The EOH member will be notified of selection or rejection by May 1, providing at least 4 weeks for the **preparation of the exhibit photo:** printing, and mounting **using “paragraph E” specifications below.** The **exhibit photo may be signed.**
3. 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.
4. **The sale of photos is not permitted on the HSL premises.**
5. **Each member is responsible for his or her exhibit expenses,** i.e., printing for exhibit; delivery/pick-up, etc.
6. The EOH and the HSL are not responsible for damage or loss of a print submission or the framed exhibit photo.

7.

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

Lobby/Entrance, (exhibit stands and boards, Velcro attached)		
1. Unframed exhibit:	Minimum Print Size	Maximum size
<p>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>	<p>16 x 24</p>
<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.**

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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