

OREGON COAST PHOTOGRAPHERS ASSOCIATION, Inc.

Pony Village Show/Sale

revised & updated 10/08

REQUIREMENTS TO HANG IN THE SHOW

- 1) Photographer must be a member in good standing of OCPA.
- 2) All photographs must be matted/framed **or** mounted/matted with hangers to be hung.
- 3) All photographs must have the name of the photographer *and* the title of the image on the back of each print exhibited.
- 4) Photographs in the "flip bin" must be mounted on foam core or heavy mat board, shrink wrapped or enclosed in clear plastic protective sleeves with the price written on the plastic wrap.
- 5) Provide a COMPLETE INVENTORY LIST (preferably typed) of ALL prints and other **photo items when you check in at Wednesday's "Hanging"**. **INVENTORY LISTS MUST include the member's name and telephone number + the titles of the prints and other items being exhibited; a clearly understood description and number of non-print items (as needed); and the asking prices. If additional prints/items are brought in or changed after the "hanging", the member must update their list.**
- 6) A **10%** commission on **all** sales will be retained by OCPA.
- 7) To have the privilege of exhibiting prints and other photo items, ALL PHOTOGRAPHERS MUST sign up to work at the show or find another member to substitute. Substitutes must indicate the name of the member that they are working for. Time slots will be equally distributed among exhibitors.

RESPONSIBILITIES OF THE PHOTOGRAPHER

- 1) Members are encouraged to submit a photo depicting the Show's "theme" (these images will be hung in a designated "theme" section) and to participate in the "Meet the Photographer" reception held Sunday from 4-6 pm.
- 2) No photographs shall be taken down BEFORE 6 pm on Sunday!
- 3) Members may post one biography sheet on a standard at the show.
- 4) Hang Photographs according to the following guidelines:
 - a. HANG YOUR PRINTS THROUGHOUT THE SPACE ALLOCATED. Hang some at the top and some at the bottom of the standards.
 - b. PLACE THE PRINT'S "NAME LABEL" BELOW YOUR PRINT, FLUSH WITH THE RIGHT OF THE FRAME. Adhere the label to the standard with provided "blue" masking tape.
 - Standardized "Print Name Labels" will be made available at club meetings prior to the show/sale. They are also available as Microsoft Word Doc download on the club's website.
 - If the print is not for sale, you may simply mark "NFS" ("not for sale") in the "sale price" spot.
- 5) EACH MEMBER IS RESPONSIBLE FOR REMOVING THEIR PHOTOS AFTER THE SHOW! **Please count them to make sure you have them ALL!**

OCPA and Pony Village Mall assume *no* responsibility for photographs hung in the show/sale

IF ANY FURTHER QUESTIONS, CONTACT THE COMMITTEE CHAIR

(chair information can be found in the current edition of the club's newsletter: "Proof Sheet")