PROCEDURES FOR EXHIBITING AT THE ACTIVITIES CENTER

The Activity Center hallway walls will accommodate approximately 18 framed images. If you want to exhibit at this location, contact the person named in the newsletter by phone or email. If you are one of the members to exhibit, you will be instructed to take your ready to hang image to the Photography Club studio on a specific date.

Images are to be framed to the following sizes: (glass size) 16x20, 18x18, or 20x20. Images must be wire ready for hanging. No saw-tooth hangers or string can be used. Each photograph must be identified with a label on the back of the work stating; the image title, photographer's name and phone number, and the price or NFS(not for sale).

Photographers will sign in and sign out their work using the registration form located in the Exhibitors Sign In Manual. It provides space for the photographer's name, title of the work, price and date. A change out notice will be posted in the Club's monthly newsletter.

A title card for each photograph will be prepared by a member of the Exhibition Committee.

When a photograph is sold, the check is made payable to the Photography Club. Instructions regarding sales are posted at the exhibit location. When a photograph is sold by the seller, they will deliver the check to the Photography Club studio and the monitor/officer will handle the transaction. If a monitor is not working the person handling the transaction would follow the procedures outlined in the Studio Procedures Manual.

The Photography Club's policy is to deduct a 10% commission plus sales tax from the sale of a member's work. A check is issued to the photographer for the balance of the sale price. This policy applies to all photograph sales made at any location where the club is exhibiting.

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