

PROCEDURES FOR EXHIBITING IN THE PHOTOGRAPHY CLUB STUDIO

The Photography Club studio wall will be used for exhibiting photographs of the Special Interest Groups (SIGs), the Subject of the Month (SOM), Photographer of the Month, Field Trips and Competition events.

The **Special Interest Groups** may hang matted or not matted, framed or not framed prints of any size.

The **Subject of the Month** prints that are selected to be framed will be exhibited in the Activities Center Hallway. The Exhibitions Committee requests that the others be Exhibited in the Photography Studio. Each print must be signed in and out by the photographer in the Exhibitions Committee's binder, which will be available at the Monthly Meeting.

The **Photographer of the Month** may exhibit framed images of any size that will fit the allocated space. All Photographers exhibiting in all locations must sign in and sign out their work using the registration form in the Exhibitors Sign In Manual located in the studio. It provides space for the photographer's name, phone number, title of the work and price. If not for sale it must be noted NFS. Each photograph must be identified with a permanent label attached to the back of the work. A title card for each photograph will be prepared by the SIG Leader or the Exhibition Committee.

When a photograph is sold, a check is made payable to the Photography Club and the Studio Monitor 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 then 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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