

# WPS Exhibit Guidelines

*Exhibiting with the WPS is a great experience and a wonderful way to have your work seen. Below are guidelines to help you get ready for our upcoming shows:*

## **1. Exhibit Set-up:**

Standard size of the framed photo is 20Wx16H inches horizontal or vertical or 20Wx24H inches vertical. The Exhibit Manager must approve larger or odd sizes.

Mat all work in white unless another color is allowed for a specific exhibition. Make sure your mats are cleanly cut and not soiled.

All work must have thin black metal frames (**1/4" to 3/8" front edge**) and be under glass. Thicker poster frames are not allowed.

All frames must be securely wired for hanging. Please use screw type hangers for the wire. Clips are not acceptable.

Hanging wire should be placed 4 1/2 inches down from the top of the frame and *slightly* bowed.

No nude or explicit photographs are allowed.

Drop off times are the responsibility of the photographer or an assigned person on the dates noted for the exhibition. Volunteers that help in the hanging of the exhibit remain after the allotted drop off times. All others are requested to leave shortly after their photos are signed in. All work must remain on display for the duration of the exhibit.

A WPS exhibit sticker with the title and sale price of a photograph (if any) must be pasted on the upper left side of the photo, <http://wpsphoto.org/ExhibitLabels2015.pdf>. The selling price of the photo is not negotiable during an exhibit. The board or manager of the show has the right to assign a minimum sale price for the photos in an exhibit. That amount will be posted with the exhibit information.

The exhibit manager has the final responsibility for approving the placement of the photos at each show. Groupings are displayed against the walls before being hung.

The WPS exhibit chairman/manager or an outside exhibit organizer has the right to return any photographs that are objectionably off theme, not properly matted, framed and wired, not sized properly for the particular exhibit or are delivered too late after the posted delivery time.

## **2. Exhibit Reception:**

After an exhibit is set-up a reception is usually held with hors oeuvres and soft drinks. A list is available for voluntary food or drink contributions for the reception either on the website page for that exhibit or via email to the exhibit participants. Non participants are, of course, welcome to bring refreshments. Alcoholic beverages are prohibited for all shows unless specified. All food and beverages must be cleaned up after the reception. No exceptions.

### **3. After the Exhibit:**

Pick-up times are the responsibility of the photographer. If you cannot pick up your photo(s) then please arrange for someone to do so at the appropriate date and times. The WPS cannot be responsible for any photo(s) left after date and time specified.

If a photo is purchased then it is up to the photographer to deliver the work.

Any questions about exhibits (frames, printing, appropriate images, etc.) and/or anyone interested in helping with the exhibits (hanging, reception, and take down} can contact Arnold Breisblatt at [abreis@aol.com](mailto:abreis@aol.com) or call 914-776-5292.

## **Exhibit Schedule and Sign-up**

Only members of the **Westchester Photographic Society (WPS)** can exhibit their photographs in our group shows, at local galleries and libraries, etc., in the Westchester area. Depending upon available wall space, these exhibits may contain from 20 to over 120 prints. WPS usually sponsors several exhibits per year. Exhibited photographs are protected by a self-insurance fund provided by WPS.

Sign-up for exhibits are available at our meeting or by our online registration form. Inquiries about WPS exhibits should be directed to our **Exhibits Chairman, Arnold Breisblatt at [abreis@aol.com](mailto:abreis@aol.com) or call 914-776-5292. If you must cancel out of an exhibit after signing up, please contact Arnold *before* the hanging as replacement photos must be found.**

If anyone knows of an exhibit venue that may be appropriate for our members, please notify Arnold so we can add it to our WPS schedule.

For directions to the Westchester libraries, click [here](#).