

1. All prints must be provided to the committee by the stated closing date. Prints received after that date or which fail to comply with the rules below will not be hung.
2. Prints that have been displayed in a previous Annual Exhibition, or substantially similar images, should not be entered. Photos should be no more than five years old.
3. No titles or author names should appear on the face of the print or mount, but all prints must be clearly marked **on the back** with the title and author's name.
4. The exhibition entry form must be completed and provided with the prints and the appropriate entry fee paid. Only prints for which an Exhibition Entry Form has been completed and entry fee paid will be exhibited.
5. Ideally all prints submitted will be hung but should space prevent this, decisions about which entries are included or excluded will rest solely with the committee and will be based on maintaining breadth of subjects in the exhibition. No refund of entry fee will be made in respect of prints that are un-hung.
6. Only mounted prints will be accepted. The mount must not exceed 50 cm by 40 cm, and be no thicker than 4mm. The mount, print and backing board must be securely fixed together to make a unit rigid enough to stay flat on the wall when supported at its four corners. N.B. A hinged fixing is NOT sufficient. The use of a good quality framing tape (NOT masking tape) is recommended. There should be NO Velcro pads or similar on the rear of the mount.
7. Once hung, no print may be removed from the exhibition until after 4.00 pm on the Exhibition Closing Day.
8. Any exhibitor may attend the Museum between 4.00 pm and 4:15 pm on the Exhibition Closing Day for the purpose of removing their prints. Failure to attend will indicate that they are prepared to allow those prints to be considered by the Club's selection committee for future interclub competitions.
9. Where a print is sold, the exhibitor may wish the exhibited print to be passed to the purchaser. In that case it is the exhibitor's responsibility to either collect the print as described above or arrange with the committee to collect the print subsequently. The removal of prints before 4.00 pm on the Exhibition Closing Day is not allowed.
10. Any sales made must be through the Museum and will be advised to the committee after the close of the Exhibition. The committee will advise each photographer of any sales that have been made and provide the purchaser's details as soon as possible after the Exhibition closes. It is the photographer's responsibility to contact the purchaser and provide prints mounted or un-mounted (as requested) as soon as possible after the purchaser's details are provided.
11. The Museum will make a single payment to the Club for the total of all sales less 20% commission. The Club will then make a payment for the individual net amount to each of the successful photographers.