



Photography Exhibition Guidelines – August 17-19

Content

- All images should reflect in some way the theme of the show “*Scenes of Sylvan.*”
- Each photographer will display a minimum of 10 images.
- All sizes and formats of images are permissible, but they should be limited to what the photographer has indicated in his/her letter of interest.
- The Library is a public space where many children visit. Please be respectful in your content. Library staff will ask you to take down any images that they deem inappropriate.

Displaying

- Library staff will pre-determine which photographer sets up in which area.
- Only those photographers selected by the Library may display their work.
- Hammering nails in the walls is not permitted, as we are a town building.
- Command hooks should work instead and there will be a number of art easels and stands available.
- If photographers would like to use their own easels and stands, they should indicate in their letter of interest so that their preferences can be accommodated.
- Photographers will be responsible for arranging their work in the space assigned to them.

Set up and take down

- Photographers must be able to set up their work between 5:00 and 8:00 pm on Friday, August 17. The Library will be closed to the public at this time, but staff will be in the building to assist.
- Take down will begin at 4:00 pm on Sunday, August 19. The Library will still be open to the public at this time. Take down must be completed by 5:00 pm.

Sales

- Photographers wishing to sell their work must either be at the library to manage sales, as library staff will not collect funds or make change, or set up contact information/business cards with their work.
- The library is not charging photographers to exhibit their work, but we would appreciate a donation of 10%-15% of every sale made.

Letters of Interest

- Email your letter of interest by **July 13** to cvandriel@prl.ab.ca
- Letters of interest should contain the following information:
 - a description of the photographer’s style
 - the size and number of prints the photographer would like to display
 - whether or not the prints are matted or framed
 - three or four samples of their work. ***N.B. The Library may use some of these images on their website, social media, posters, or in the newspaper to promote the event.***
 - ability level (amateur or semi-professional)
 - contact information: name, street address, phone number, and email.

*The Library will not be held responsible for any damages to images, frames, or equipment.