

# Exhibitor's Guide

The object of this guide is to define the relation between the authors exposing their pictures and the organizer. Different aspects of the exhibition are mentioned: the pictures, the display stands, the mounting, the dismounting ...

These indications allow defining our collaboration. It is always better to discuss and to agree in the beginning, to elaborate together a successful event.

## PICTURES - FORMATS - PASSEPARTOUT - PRESENTATION

### Pictures selection

- The images exposed at RDVI must be chosen in the selection sent to the jury.
- For some authors, the jury made a choice in the proposed images.
- For some authors, the jury made a choice amongst the presented pictures. This choice is indicative but deeply recommended and allows keeping a coherence of the presented series. The organizer will contact the concerned authors.

### Pictures' size

- The pictures' size is free. For reasons of ease of reading it is however suggested considering the size A3 / A3+ as a standard dimension.
- The images should not exceed the limits of display stands. (1m x 4m)

### Pictures' presentation

- The pictures' presentation is left with the appreciation of the authors. They can be exhibited with or without passé-partout, under frames or on stiff support (dibond, plexi, alu).
- However, the authors who send their photos by post have to take into account elements linked to the transport (safety, cost). In that case "light" presentations are more adapted.

### Passe-partout

- If photos are not framed, a passe-partout is recommended, as well for aesthetic reasons and for "technical" reasons. The pictures will be more stable on display stands.

### Window of the frames

- It is misadvised to put the images under glass because the window is an obstacle between the image and the eye of the visitor and it produces unsightly reflections.

### Identification of the pictures

- Each picture must be easily recognizable.
- A label in the back of every photography will mention
  - + the author (name, first name, address, phone, email) and
  - + the title of the work

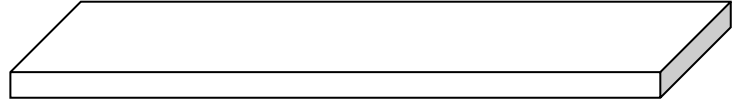
### Image rights

- The authors keep their rights on their pictures.

## DISPLAY STANDS - EXHIBITION VISUAL

### Display stand

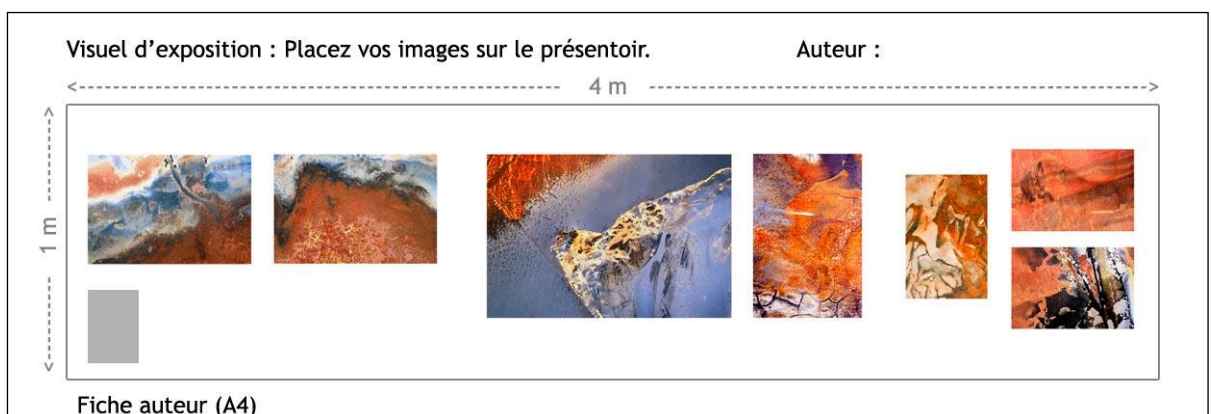
- For the exhibition, the pictures will be presented flat on display stands.
- Display stand size: 4m x 1m



- Two heights are possible : “High” → ~90 cm / “Low” → ~60cm
- The “high” display stand is more adapted to the medium-sized pictures (40 cm x 50 cm)
- The “low” display stand is more adapted to the big images (more distance to the pictures)
- Display stands have to stay in their state of origin. They can be neither painted nor covered in any way.
- They must not be damaged.
- They must not be moved.
- A corner (down left or right) will be reserved for an author card (A4 format).

### Exhibition Visual (Optional)

- This visual can be a help to place the pictures of the authors who will not be present during the mounting.
- The authors will position their works in a jpg file (to download on the site) to visualize the arrangement of photos on the display stand.
- Here two examples:



## AUTHOR CARD - CATALOG

### Author card

- A corner (down left or right) will be reserved on the display stands for an author card (A4 format). It will contain the information supplied by the author in the registration form (except explicit mention of the exhibitor).
- The author card contains three parts:
  - + Information about the author: name, first name, address, country, email, Internet site. As well as some words about the author.
  - + Some words about the series
  - + The price of the pictures or book to be sold
 → already provided by the authors in the registration form

### Catalog

- Each series / author will be presented on a page of the catalog. (See an example on [www.rdvi.fr](http://www.rdvi.fr))
- The page contains two parts:
  - + Some text:
    - Author's name, first name, email and Internet site
    - and a text describing the series
  - + Some pictures of the series → the choice and the format will be done by the organization
- The texts have been provided on the registration form.
- The (electronic) catalog will be visible on-line in low resolution.
- The printed version of the catalogue will be sold during the exhibition.
- The author authorizes the reproduction of pictures in the catalog unless otherwise notified in writing. The author gives up any request of rights concerning the presentation and the reproduction of these pictures.

## OPENING HOURS - YOUR PRESENCE

### Opening hours to the public

- |                             |              |
|-----------------------------|--------------|
| ▪ Friday January 24, 2020   | 6 pm – 9 pm  |
| ▪ Saturday January 25, 2020 | 10 am – 9 pm |
| ▪ Sunday January 26, 2020   | 10 am – 7 pm |

### Your presence

- The presence of the authors is wished during the private viewing, on Friday January 24, 2020 at 6:30 pm.
- The presence of the authors is wished but not mandatory during the exhibition.

## MOUNTING - DISMOUNTING

### Exhibition plan

- The organizer will define the exhibition plan and the allocation of display stands to the photographers.
- Display stands cannot be moved by the authors.
- The organizer reserves the right to modify the setting-up if necessary.

### Mounting

- The authors can set up themselves their images or let the organizer take care of the implementation.
- The time slot of the mounting is fixed to **Friday, January 26, 2020 from 2 pm till 5 pm.**
- The images should not exceed the size of the display stands.

### On the display stands

- Only the business cards can be placed on display stands (no portfolio, no books, no posters or other promotional material).
- A specific space will be given to deposit postcards, portfolio or other promotional material.
- The organizer reserves the right to remove any non-compliant document.

### Dismounting

- The dismounting of the exhibition can begin only from **Sunday, January 26, 2020 starting at 7 pm.**
- The authors present during dismounting can take their images after having signed a certificate.

### Sending / Sending back of the works

- The authors who will not make the implementation themselves will have to send the images to the organizer **before January 15, 2020.**
- The parcel will have to be good quality and reusable to send of the images back.
- All the mail expenses will be taken care by the authors. Join to the parcel a check covering the expenses to send the images back.
- The return of the works will be made at the latest two weeks after the exhibition in the original parcel.

## **DINNER - PRIVATE VIEWING - SELL THE PICTURES**

### Private Viewing

- The private viewing will be organized by RDV•I and will take place on **Friday January 24, 2020 at 6:30 pm.**

### Sell the pictures

- You can sell your pictures at Rendez-vous • Image.
- The price of the images is determined by the authors.
- No commission is due to the organizer.
- The transaction will be made between the author and the buyer. If the author is not present, the organizer takes care to make sales.
- In case of sale of image during the exhibition, the images will have to remain on-the-spot till the end of the exhibition. They can be taken by the buyers on Sunday evening.
- We invite the photographers having sold the images to indicate it a red colored sticky label, which could be obtained with the organizer.

## CONFIRMATION

### Confirmation - Exhibition form

- The authors must confirm their participation online in their account.
- The deadline is set to **December 22, 2019**.
- The confirmation of participation is effective only after reception of the exhibition fees.
- It gives evidence to have acquainted with the present regulation and to accept it without limitation.

### Authorizations

- By participating in the exhibition the authors implicitly confirm arranging all the authorizations necessary for the exhibition of their works.

### Cancellation of participation

- In case of cancellation of participation of an author **after December 22, 2019**, the exhibition fees remain acquired to the organizer.
- The organizer reserves the right to propose the display stand released to another author.

### Event cancellation

- The organizer can be forced to move, to reduce, to prolong or to cancel the event.
- In these cases, no right of compensation can be requested by the authors.

### Responsibility

- The organizers will take the biggest care of the works but decline any responsibility in case of deterioration, loss or theft. I agree to take at my expense these risks. I give up accordingly any recourse to RDV•I based on such events.

### Acceptance of the regulation

- The authors declare to have acquainted with the whole regulation, accept it and make a commitment to respect it.

### Non listed cases

- All the cases not listed in this document are the only competence of the organizer.