



## BIENNIAL EXHIBITION 2018 RULES AND CONDITIONS OF ACCEPTANCE

1. The Exhibition is open to members of member clubs/societies of the Surrey Photographic Association – SPA
2. Each club/society will appoint a Club Liaison Officer who will be the point of contact for the Exhibition and who will be responsible for the collection and delivery of the print entries and the collection and payment of entry fees.
3. A photographer may enter up to four images in each category. The same image may not be entered in more than one category. All entries must be titled. Prints or Projected Digital Images (PDIs) identical to each other or to entries accepted in a previous Surrey Photographic Association Biennial Exhibition, or so similar as to be deemed the same, are unacceptable. The SPA reserves the right to exclude any such entries.
4. There are five categories – Colour, Nature and Monochrome Prints; Open and Nature PDIs. The fee is £5 for each category entered, regardless of the number of images submitted in a category.
5. A print may be of any size but must be mounted on lightweight mountboard of size 500 x 400mm. The tolerance on mount size is +/-2mm and the mount must not exceed 4mm thickness. Prints outside this specification may be judged but cannot win an Award or be selected for any external SPA competition. The print must be securely fastened to the mount and the mount must not carry any fixings or other material likely to damage other prints when stacked. 500 x 400mm foamboard at a thickness of 3mm can also be used. The use of cheap decorators' masking tape to fix a print to its mount is prohibited as this product is not of sufficient durability. Any prints and mounts which fall apart during the competition process as a result of the use of inadequate or ineffective mounting products will not be put forward for judging. Framed prints or prints with any Velcro or sticky areas will be rejected. A single entry may consist of more than one print on the same mount provided it conforms to the size limits. Each print must have the photographer's name, print title, club name, email address and telephone number on the reverse side and this should be located together on the back of the mount, preferably typed on a label.
6. Images entered must be entirely the work of the photographer. Composite images are permitted in the **Colour, Monochrome and Open** categories, provided all component elements meet this requirement. Entrants must own the copyright of all parts of all images used in any submitted entry. The SPA assumes no liability for misuse of copyright. For the avoidance of doubt, use of images from any other source including, but not limited to, royalty-free image banks and clipart are not permitted.
7. Monochrome Prints must comply with the FIAP Monochrome Definition – see **Appendix 1**. Images entered in the Nature Print and Nature PDI categories must comply with the FIAP Nature Definition – see **Appendix 1**. All Nature image titles **must** be factual and the subject identified; Latin names are not required. Judges will be instructed to mark down images which use inappropriately humorous, twee, informal or sentimental titles. Please identify any Nature-type image entered in a category other than Nature (by Nature-type, we mean a Nature image which fails to meet all the criteria of Nature rules) in the relevant column on Form B.
8. PDIs of all images entered, both Prints and PDIs, must be submitted by each individual entrant by uploading a single zip file containing all their entries following the instructions in Appendix 2. Image files must be in the sRGB colour space and in jpeg (.jpg) format, and must be sized to fit within an area 1600 pixels wide and 1200 pixels high. Images will be projected at the dimensions supplied and smaller images will not be resized. Titles and name of author or club must not appear within the image area.
9. The SPA review entries for selection for the PAGB Inter-Federation competitions. Clubs must be aware of any entry that is not eligible, should it be circulated as provisionally selected (if either the image has been used previously by the SPA for this purpose, the member belongs to two clubs in two Federations and has chosen to represent the other Federation, or the member does not want their work selected).

10. The SPA reserves the right, without payment, to reproduce any accepted image in connection with the Exhibition or other SPA related publicity or training purposes unless this right is withheld by written instructions on the entry form.
11. Notification of the award winners will be sent to Club Liaison Officers and details of accepted images will be posted on the SPA website. A digital catalogue will be produced, and will be made available to all clubs in CD format on request, as well as being published on the SPA website.
12. Whilst every care will be taken of submitted work, the SPA cannot be held responsible for loss or damage of any print.
13. The decision of the SPA Committee on any matter is final. Submission of entries implies acceptance of these rules.

#### **CLOSING DATE FOR ENTRIES**

**Your Club Liaison Officer will provide you with Entry FORM B for you to complete and will let you know when they require this to be submitted to them, together with your entry fees and any actual prints you are entering. The Online Entry Form must be completed, and the ZIP file uploaded, by each individual entrant, by 31 January 2018**

*For clarification regarding the rules and conditions of entry please contact Ann Healey, preferably via e-mail at the following address: [exhibitions@surreypa.org.uk](mailto:exhibitions@surreypa.org.uk) (or Mobile 07702 473876)*

#### **Appendix 1 : Definitions**

##### **FIAP Monochrome Definition**

A black and white work fitting from the very dark grey (black) to the very clear grey (white) is a monochrome work with the various shades of grey.

A black and white work toned entirely in a single colour will remain a monochrome work able to stand in the black and white category; such a work can be reproduced in black and white in the catalogue of a salon under FIAP Patronage.

On the other hand a black and white work modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) to stand in the colour category; such a work requires colour reproduction in the catalogue of a salon under FIAP Patronage.

##### **FIAP Nature Definition**

Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation. The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality. Human elements shall not be present, except where those human elements are integral parts of the nature story such as nature subjects, like barn owls or storks, adapted to an environment modified by humans, or where those human elements are in situations depicting natural forces, like hurricanes or tidal waves. Scientific bands, scientific tags or radio collars on wild animals are permissible. Photographs of human created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement.

No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking and dodging/burning. Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed. Stitched images are not permitted. All allowed adjustments must appear natural. Colour images can be converted to grey scale monochrome. Infrared images, either direct-captures or derivations, are not allowed.

Images used in Nature Photography competitions may be divided into two categories, Nature and Wildlife.

Images entered in Nature sections meeting the Nature Photography Definition above can have landscapes, geologic formations, weather phenomena, and extant organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.

Images entered in Wildlife sections meeting the Nature Photography Definition above are further defined as one or more extant zoological or botanical organisms free and unrestrained in a natural or adopted habitat. Landscapes, geologic formations, photographs of zoo or game farm animals, or of any extant zoological or botanical species taken under controlled conditions are not eligible in Wildlife sections. Wildlife is not limited to animals, birds and insects. Marine subjects and botanical subjects (including fungi and algae) taken in the wild are suitable wildlife subjects, as are carcasses of extant species.

Wildlife images may be entered in Nature sections of Exhibitions.

***Please note that the SPA Biennial Exhibition does not have a separate Wildlife Category and such images should be submitted in the Nature Category.***

## **Appendix 2 : File Naming and Upload Procedure**

### **File Naming Convention**

**Please take care to follow this convention for image file names and check carefully before submitting.**

**The competition software automatically extracts all the information it needs from the file name.**

**Image files must be named as follows:**

Category\_Clubshortname\_ImageNumber\_Forename\_Surname incl. Distinctions\_ Image Title.jpg

#### **Examples:**

PRINTC\_Capel\_1\_Joe\_Bloggs CPAGB LRPS\_The Attack.jpg

PDIO\_Capel\_3\_Dick\_Jones ARPS\_Castle Steps.jpg

1. Note that underscores are used as separators and spaces are permitted.
2. Category Abbreviations to be used in filenames

<b>Category</b>	<b>Abbreviation</b>
Colour Print	<b>PRINTC</b>
Mono Print	<b>PRINTM</b>
Nature Print	<b>PRINTN</b>
Open PDI	<b>PDIO</b>
Nature PDI	<b>PDIN</b>

3. Image Number is 1 to 4 as per your listing on Form B

4. See Appendix 3 below for Club short names.

### **Zip File and Upload procedure – please read carefully!**

1. Prepare a folder on your computer for your entry
2. Name this folder “yoursurname\_firstname\_clubshortname” e.g. bloggs\_joe\_capel
3. Copy all your image files, correctly named as explained above, into this folder. No individual file should exceed 2Mb. Maximum 4 images per category
4. Compress (ZIP) this folder so that you have a .zip file named “yoursurname\_firstname\_clubshortname.zip” e.g. bloggs\_joe\_capel.zip
5. Check that the zip file is correct by uncompressing and checking that all files are present.
6. Complete the online entry form here: <http://surreypa.org.uk/machform/view.php?id=12334>
7. Upload your zip file. You will receive an onscreen message confirming that your upload has been successful and you will also receive an email confirmation.
8. If you have any difficulty please contact us by email to: [competitions@surreypa.org.uk](mailto:competitions@surreypa.org.uk)

**SUBMISSION DATE: The Online Entry Form must be completed, and the ZIP file uploaded no later than 31 January 2018**

**Appendix 3 : Short Form Club Names**

Adur	Croydon	Laleham	Reigate
Ashford	Dorking	Lewes	Richmond
Bookham	EastGrinstead	Ludshott	Rottingdean
Brighton	Epsom	Malden	Selsdon
Camping	Godalming	MidSussex	Southwick
Capel	Guildford	Middleton	Tandridge
Carshalton	Hampstead	MidThames	UnitedPhoto
Cheam	Hampton	Mitcham	Whitton
Chertsey	Henfield	Molesey	Windlesham
Cranleigh	Horley	Natural	Woking
Crawley	Horsham	OldCoulsdon	Yateley
CrawleyDown	Kingston	Photocraft	