

# CNCPS Guidelines for Exhibit Chairs

## Preparation for the Show (3 months before show date)

1. Establish the maximum frames that your show space can handle or the number of frames to which you have access, whichever is smaller. Council frames are available for loan within the immediate San Francisco Bay Area.
2. Request qualified Council judges from the Council Judges Committee Chair.
3. Request awards from APS, ATA and AAPE as appropriate.
4. Provide a copy of the Prospectus/Application for exhibiting at the show to *The Council Courier* and mail to previous exhibitors.

## Getting and Working with Exhibits

1. Contact prior exhibitors and mail the Prospectus/Application to all.
2. Send Prospectus/Application to each club in the local area addressed to the President for announcement at local club meetings.
3. Approach known exhibitors or possible potential exhibitors to persuade them to participate.
4. Acknowledge receipt of exhibit Application (and acceptance, if you can).
5. Follow up with exhibitors to obtain title pages and synopses or at least a statement of intent, class of exhibit and suggested references for the judges.
6. Acknowledge acceptance/rejection of exhibit, if not already acknowledged.
7. Work out a logical frame layout for the exhibits from Frame #1 to the end of the exhibits. Try to avoid a layout with “turning corners” or otherwise interrupting the flow of each exhibit as much as possible.
8. Provide the final list of exhibits in frame number order for publishing in the Program.

## Assisting the Judges

1. Send copies of title pages and synopses or substitutes at least one month in advance. Follow up with weekly additions as more exhibits are accepted and/or documents become available.
2. Provide a final list of exhibits for each of the judges as they appear in the show Program.
3. Provide the judges with a list of awards and criteria for any special awards. If certain exhibits are eligible for restricted special awards (e.g., for a club member only), the list of exhibits should indicate who is eligible for which awards.
4. Provide the judges with the appropriate APS judging forms, available via download from the APS web site) and pre-punched for 3-ring binders. A folder or clipboard would be useful to hold the forms.
5. Provide a discreet area for the judges to discuss the exhibits/awards when they have finished viewing the exhibits.
6. Set aside a time for the judges to meet with exhibitors at their frames for a critique. This time should be published in the show program.

## After the Judging

1. Post awards promptly.
2. Publish a Palmares or Awards List.
3. Consider having an awards ceremony.
4. Include a copy of the Palmares and the show Program with each exhibit mailed/returned.
5. Report the full Palmares to the Council promptly, and send a short descriptive paragraph for publishing in *The Council Courier* about the highlights of the show (venue, dates, and the number of visitors, exhibitors, frames, and dealers) as well as the Grand and Reserve Grand Award Winners and any Special Awards. Include pictures, if possible.