

# Entry Form Requirement Check List

## 4. Entry Form: (Conditions of Entry and Regulations)

Each exhibition must produce an entry form and it shall be distributed to exhibitors worldwide without charge. The Entry Form must contain the following:

- a. Exhibition name.
- b. Name, postal and email address, and telephone of the General Chairman shall appear **on the entrant's retained portion** of the entry form.
- c. Name, postal and e-mail addresses of person(s), and website address (URL) from whom or where entry forms may be obtained.
- d. Sections, categories, and/or classes sponsored, including restrictions, if permitted or required by individual Division rules.
- e. Closing date for receipt of entries.
- f. Entry fee(s).
- g. Date(s) of judging.
- h. Dates of proposed mailings for (1) notification cards (or e-mail notification) (2) return of total rejects (3) return of all entries (4) awards and (5) catalogs.
- i. Dates and locations of public exhibitions.
- j. Names and briefly stated honors and qualifications of the judges.
- k. Must contain the official PSA Recognition Statement (logo and information as in the separate attachment). This advertisement must be at least the same size as that of any other international recognizing body.
- l. Form, with or without labels, to be filled in by the exhibitor and returned to the exhibition with the entry.
- m. Items 5. a, b, c, d, and e as appropriate.

## 5. Entry Form Information for Exhibitors:

- a. The entry form shall state: "The exhibition is open to anyone; however, an entry may be rejected when the sponsoring organization or its agent, in its reasonable discretion, believes the entry does not conform to exhibition rules and conditions."

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b. The entry form shall contain the statement "Entries must originate as photographs (image-captures of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. By virtue of submitting an entry, the entrant certifies the work as his own and permits the sponsors to reproduce all or part of the entered material free of charge for publication and/or display in media related to the exhibition. This may include low resolution posting on a website. The exhibition assumes no liability for any misuse of copyright." For digital section(s) images may be acquired digitally, or scanned from film by the entrant or a third party to create a digital file. Adjustments and cleaning may be performed to make the digital file match the original film image.

c. In exhibitions including: color slides, 3D images, pictorial prints, and/or digital image entries, the following statement shall also be included: "Images may be altered, either digitally or otherwise, by the maker and artwork or computer graphics created by the entrant may be incorporated if the photographic content predominates." The words "subject to divisional restrictions" shall also be added if the same exhibition includes nature, photo travel, or photojournalism.

d. The entry form shall also include this statement (or the portions that apply, if the exhibition includes only slides, or only prints, or only digital images: "All final work must be photographic film, digital file, photographic or digital print material, mounting excepted."

e. Any communication announcing a PSA Recognized exhibition must list the applicable Division(s) and to which Divisions(s) acceptances for Star Ratings are eligible. This information must be on the application forms and report cards.

f. One of the following statements: 1) an entrant's four images will be distributed throughout four rounds of judging, or 2) an entrant's four images will be presented to the judges consecutively. Or in the event an alternative procedure (such as simultaneous display of prints for judging) will be used, that statement shall be substituted.

g. There can be no restrictions as to subject matter except as outlined in the rules of specific sections, or specified by law in the country where the exhibition is held.

h. Entries must be limited to not more than four (4) prints (or **3D** pairs) and/or mounts and/or slides and/or digital images and/or videos (as appropriate) per section, category, or class. A mixed entry of color slides and digital images is not allowed in the same Section.

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i. Each image must have a unique title. Once an image has been accepted in a PSA Recognized exhibition, that same image, or a like “in camera” or a “reproduction” duplicate of that image:

j. **May not** be re-entered in any section of the same Division in that exhibition regardless of media, format, or title.

ii. **May not** be re-titled for entry in any other PSA Recognized exhibition.

i. No title or identification of the maker shall be written anywhere on the face of an image, print mat or mount entered in a PSA Recognized exhibition.

k. Slides may not be removed from their mounts for any purpose, except the repair of broken mounts/glass, without the consent of the maker.

l. Customs labels on exhibitor’s entry packaging being sent to foreign countries must be clearly marked by the entrant: “Photographs for exhibition only”. “To be returned to sender”. “No Commercial Value”, if required.

m. Exhibitions will, at their option, accept prints mounted and/or un-mounted unless the divisions involved have specific requirements. The policy must be noted on the entry form and fees may be set accordingly, when applicable.

n. Exhibitions sponsoring digital section(s), including dual projection sections, may accept entries submitted by digital file by e-mail attachment, or Floppy Disk, CD, Zip Disk, etc. For digital imaging sections, the exhibition entry form shall state the required method(s) of receiving entry(s), any specific format requirements and any additional fees for the postal return of electronic disk(s).

o. Exhibitions may offer a reduced entry fee in any or all print sections for non-return of prints to exhibitors. This option must be clearly stated on the actual entry form. In order to select the non-return of print option, the actual entry form retained by the exhibition shall require the exhibitor's signature authorizing the exhibition to destroy the exhibitor's prints in lieu of returning them.

**p. An exhibition must indicate on its entry form whether the catalogue will be in electronic or printed form.**

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