Printing, Mounting, and Presentation Specifications for Tier 2 Judging
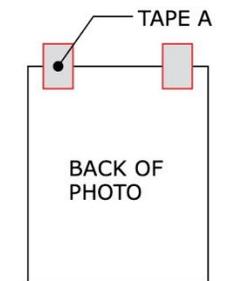
☐ Entries accepted for Tier 2 can be digital or traditional prints. **Mounted prints, metal, acrylic, canvas, or other substrates are allowed, as long as they can be hung on our Velcro-receptive display panels.** Velcro will be attached to the back of each entry to adhere to the panels. Presentation can be vertical or horizontal. Images should not be framed. For safety reasons, **metal prints must have rounded corners**. Float mounts are not recommended.

☐ **Prints can be any size up to 16 x 20 inches, and whatever the size, they must be securely mounted on 16 x 20 mount board, foam core, or gator board.** The exception to the 16 x 20 size limit is work entered in Class 034: Large Prints. Entries in Large Prints must be **bigger than 16 x 20 inches,** but can be **no more than 40 x 40 inches** (including any matting). **Large Prints should not weigh more than 9 pounds.**

☐ **Window mats and mount boards must be black or pure white.** Mats may have a black outside and white core, or a white outside with a black core. Colored mats or mount boards are not allowed.

☐ **The digital tag included in your acceptance e-mail must be mounted on the back of your entry**. The tag has a thumbnail of the accepted image, and it should be placed in the orientation that the work should hang.

☐ **No names, signatures, or watermarks** are allowed on the front of the image or the mat.

Instructions for Entries with Window Mat & Mount Board
Basic Materials: Window mat, backing/mounting board, linen hinging tape or photo mounting tape, and double-sided tape. Don't use masking tape, transparent tape, photo corners, or spray glue to mount prints. Window mat and backing board and should be the same size.
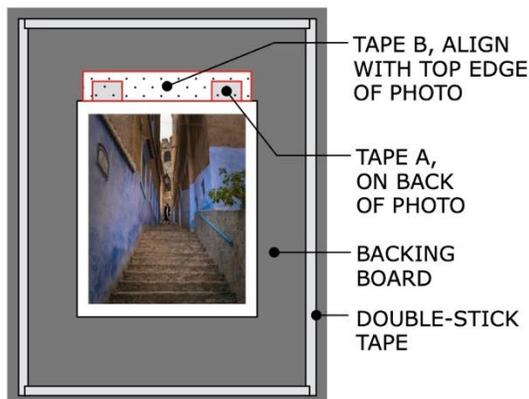
1. On backing board, position photo, then add guidelines to mark desired placement of photo in the window mat.
2. Turn photo over (Figure 1) and apply 2-3 strips of hinging or mounting tape at the top edge of photo (Tape A). Half of mounting tape should be on back of photo, with other half extending at top. Tape only top of photo; don't tape all four sides of photo.
3. Carefully turn the photo right-side-up and reposition it on the backing board using your guidelines (Figure 2).
4. Place a longer strip of mounting tape (Tape B) over the sticky part of Tape A, which is hanging off the top of photo. Tape B is only over Tape A and the backing board, not overlapping the photo.
5. With the print mounted to the backing board, double check that the photo and window mat are correctly positioned relative to the backing board.
6. Add double-stick tape around perimeter of backing board. This will keep window mat in place.
7. Carefully center window mat over photo and board. Place firmly to ensure mat adheres to board (Figure 3).

> FIGURE 1

TAPE A

BACK OF PHOTO

TAPE A: ADHERE 1/2 OF EACH TAPE STRIP TO BACK OF PHOTO

> FIGURE 2: PHOTO ON BACKING BOARD

TAPE B, ALIGN WITH TOP EDGE OF PHOTO

TAPE A, ON BACK OF PHOTO

BACKING BOARD

DOUBLE-STICK TAPE

> FIGURE 3

WINDOW MAT ON TOP OF BACKING BOARD AND PHOTO