

SPG 2026 EXHIBITION SUMMARY

Contents (Hyperlinked for quick access)

Introduction	1
Important Dates	1
Uploading Images	2
Frames and Mounts	2
Sales	3
SPG Exhibition Image Price List	4
Browser Images	4
Greetings Cards	4
Publicity	5
Networking	5
Setting Up	5
Official Opening and Private Viewing	5
Stewarding	5
Exhibition Activities	6
Dismantling	6
Celebratory Meal	6
Evaluation	6

Introduction

- Please read these notes carefully, even if you have entered images for many years!
- Each year, SPG hold a 3-day photographic exhibition of mounted and framed images in Clapham Village Hall, Cross Haw Lane, over the August Bank Holiday weekend.
- The 2026 Exhibition Team comprises: Vonny Fairclough, Tony Durcan, Angus King, Sue Hadrill.
- For queries, email: exhibition-team@settlephotos.org.
- There is no selection process, any genre, choice of subject, colour or monochrome image is eligible.

Important Dates

Sunday, 1 st May	SPG website Gallery opens for upload of Exhibition images.
Monday, 1 st June	Members follow the link Exhibition 2026 to a Google form to offer support to set up and dismantle stands, sign up as a Steward and to indicate if they are coming to the private viewing.
Sunday, 26 th July	Exhibition Gallery closes on the SPG website. This is the upload deadline - nothing can be entered after this date.
Sunday, 26 th July	Closure of Google form for offers to help, etc.
Friday, 28 th August	Framed images are delivered to Clapham Village Hall between 11.00-11.30am. Help is given for mounting, if needed.
Friday 28 th August	10.00am Volunteers set up Exhibition in Clapham Village Hall.
Friday 28 th August	7.30pm Formal opening and private viewing of Exhibition with drinks and nibbles.
Saturday 29 th – Monday 31 st August	Exhibition viewing (10.00am-5.00pm) and stewarding (10.00am-12.30pm, 12.30-3.00pm, 3.00-5.00pm)
Monday 31 st August	5.00pm Volunteers dismantle the Exhibition.
Monday 31 st August	5.00-5.30pm Members collect images from Clapham Village Hall.
Monday 31 st August	6.30pm for 7.00pm Celebratory Meal (<i>Details circulated by email</i>)

Number of Images in the Exhibition

A **maximum** of either 3 or 2 images per member, dependent on the frame sizes used, as specified below:

(N.B. The size refers to the approximate image size, not the actual aperture dimensions of the mount, which can be chosen by the photographer if the standard aperture size is unsuitable. The external frame and mount dimensions are standardised by the supplier.)

- EITHER 2 x A3, mount 20 x 16 inches
- OR 2 x square, mount 16 x 16 inches
- OR 1 x A3, mount 20 x 16 inches, and 2 A4, 16 x 12 inches
- OR 1 x A3, mount 20 x 16 inches and 2 square 12 x 12 inches
- OR 1 x A3, mount 20 x 16 inches and 2 letterbox, longest side mount 16 inches x short side determined by image itself.
- OR 3 x A4, mount 16 x 12 inches
- OR 3 square mount 12 x 12 inches
- OR 3 letterbox, longest side, mount 16 inches x short side determined by image
- OR 1 x A3, mount 20 x 16 inches and 1 square mount 12 x 12 inches and 1x A4, mount 16 x 12 inches

Uploading Images

- Members need to upload to the SPG website gallery (www.settlephotos.org - Home) a low resolution file below 600kb, with a maximum image dimension 1400px by 1050px for an audio-video presentation uploaded to YouTube. (Opting out of the A-V is possible, but an image is still needed for internal use.)
- The title can be up to 25 characters including the spaces, but no more. This requires thought in order to choose something appropriately descriptive, witty, poetic or meaningful to enhance the viewers' enjoyment of the image.
- The labels will reproduce the title exactly as it appears on the upload gallery text box so check carefully for the use of capitalisation of key words, title case, e.g. "Bridge over the Beck", correct spellings, punctuation, typos, etc.
- To indicate the size of the image, add the following symbol after your title:

A3 entries: *

Letterbox images: =

Square images 12" x 12": #

Square images 16" x 16": ##

No symbol is required for A4 entries

If your image is not for sale, please add: NFS

- These additions will not be counted in the 25 character limit or show on the label.

Frames and Mounts

- **Must** be purchased from Andrew Halliday of Wydale Framing, (www.leedspictureframes.co.uk) from a stall on Settle Market most Tuesdays.

- **Current price list:**

- A3: £25.00 frame, £5.00 mount.
- A4: £14.00 frame, £4.00 mount.
- Square: 16 x 16 inches, £25.00 frame £5.00 mount.
- Square: 12 x 12 inches, £14.00 frame £4.00 mount
- Letterbox: longest side, 16 inches x short side determined by image – which makes this frame a bespoke order, £25.00, mount cost to be confirmed.
- Members need to request “a SPG frame” many weeks before it is needed as they are made to measure and Andrew does not come to the market every week.
- Alternatively, ring Andrew on 07971 469145 or contact him via email at andrew.halliday11@btinternet.com.
- To maintain uniformity and to give a professional appearance to the exhibition, the standard colour, Antique White, **must** be used for mounts.

Mounting

- Lay the printed image flat on a table, photo side up, and attach two pieces of masking tape, sticky side up, to the underside of the top and bottom of the image so that half the tape width is behind the photo with the other left exposed.
- Hover the mount aperture over the taped image until it is in its best position, then press down on the top and bottom of the mount to make sure the tape has stuck securely.
- Carefully clean both sides of the glass with a proprietary fluid and a piece of kitchen roll, before polishing with a soft, fluff-free duster.
- Lay the frame on a table and cautiously place the glass into the frame, adding the mount and back board on top. Fold down the metal clips to hold everything in place. There is no need to tape any further if the frame is to be used on other occasions.
- Make sure that the length of the hanging cord is short enough that it won't be seen when the picture is hung and check it is tied tightly.
- If members need any help with mounting or framing, just ask a team member.
- Labels printed on thin card, worded exactly as entered on the gallery upload for each image, will be provided when the image is brought to Clapham Village Hall.
- This label needs to be eased in the bottom left hand corner of the front of the frame, tucked well in under the wood and using sticky dots to hold it in place. It's best not to make the metal fastenings tight on that corner so the card can be easily added on delivery day.



Sales

- Prices vary according to the picture size. (See table below.)
- Photographers are paid 80% of the displayed price. SPG take 20% commission.
- If members don't wish to sell their image, a red spot is placed on the frame.
- Visitors cannot take away a purchased wall image until the exhibition closes on the final Monday. Browser images can be taken away on the day.
- Payments can be made in cash, by cheque or using a card reader.

Browser Images

- Mounted, unframed browser images are required.
- Prints of the images on the wall display for the current year will not be accepted.
- SPG will take 20% of the sale price depending on the size.
- Any size or colour of mount is acceptable.
- All items need to be in cellophane wraps to keep them clean and secure, and clearly labelled with a title and the photographer's name.

SPG Exhibition Image Price List

2026	Description	Mount size	Price
Pictures from wall	Framed	12in x 16in (A4)	£55
	Mounted, removed from frame	12in x 16in (A4)	£45
	Posted, mounted print, no frame	12in x 16in (A4)	£55
	Framed	16in x 20in (A3)	£75
	Mounted, removed from frame	16in x 20in (A3)	£60
	Posted, mounted print, no frame	16in x 20in (A3)	£75
	Small Framed Square	12in x 12in	£50
	Mounted, removed from frame, Square	12in x 12in	£40
	Posted, mounted print, no frame, Square	12in x 12in	£50
	Large Framed Square	16in x 16in	£70
	Mounted, removed from frame, Square	16in x 16in	£60
	Posted, mounted print, no frame, Square	16in x 16in	£70
	Framed, Letterbox	16in longest side	£60
	Mounted, removed from frame, Letterbox	16in longest side	£45
	Posted, mounted print, no frame, Letterbox	16in longest side	£60
Cards	SPG printed cards with white envelopes	A6 and Square	£2.50
Browser	Images from browser individually priced		

Greetings Cards

- Members are encouraged to submit potential images to the SPG website gallery by end of June.
- Printed in house, images must have eye appeal to a wide audience, fit well on the front of a small card and be suitable for birthdays, thank yous, special events and celebrations, or for use as notelets.
- All funds generated by the card sales go to SPG to help offset the exhibition costs.

Publicity

- Press releases are sent to all local newsletters, magazines and newspapers and Facebook articles are posted. Members are asked if their image can be used.
- Commercially printed posters are distributed in July and members are asked to display these in as many towns and villages as possible.
- Advertising boards and banners are placed around Clapham, on the A65 and in Settle Market Place to publicise the event.
- Everyone is encouraged to invite their family, friends and colleagues to the exhibition.

Networking

- The exhibition supports Clapham Community by hiring their village hall and borrowing resources from Clapham Art Group.
- Clapham Ladies also serve drinks and cakes in aid of St James' Church.

Setting Up

- Offers of help are collated via a Google form which goes live in June.
- Images need to be brought to Clapham Village Hall in Cross Haw Lane from 11.00am-12.00pm on Friday, 28th August.
- If this is not possible, they can be brought to the SPG meeting in the Methodist Hall on 17th August.
- Cabling, display boards and lighting units, hired from Clapham Art Group, are assembled and images are arranged by team members in appropriate selections.
- Banners and publicity boards are displayed around Clapham village. The evening refreshments are prepared and browsers, laptop slide show with external monitor, greetings cards stands and stewards' desk are set up.

Official Opening and Private Viewing

- This event is for a special guest to open the exhibition at a private viewing on the eve of opening for members, their guests and other representatives.
- Wine, juice and nibbles are served.
- The dress code is smart casual.

Stewarding

- Members sign up via a Google form to be included in a steward's rota.
- There are 3 sessions a day, 10.00am–12.30pm, 12.30-3.00pm and 3.00-5.00pm, with two stewards on duty for each session.
- Stewarding involves opening and closing each day, welcoming and engaging with the visitors, recording numbers, taking payment for and recording sales, encouraging donations, recruitment, etc.
- A file of information listing everything that volunteers need to know is available and a face-to-face instruction session is held.
- At the end of each day, the cash is counted, the float and laptop then have to be passed to the next steward who opens up on the following day.
- A briefing is given on the morning of 28th August at Clapham Village Hall.

Exhibition Activities

- As well as studying the images, visitors can select their favourite image on display, watch a slideshow of previous galleries and chat to the stewards.
- Youngsters can complete a short quiz, based on the images on display.

Dismantling

- On the last day of the exhibition, members collect their images from the village hall, or have made prior arrangements with another member for them to collect them on their behalf.
- Members help return the boards and lighting to the Clapham Village Hall barn and the hall is cleaned and chairs returned to their normal positions.
- Remaining resources are given to appropriate team members for safe storage or returned to their owner prior to the accounts being finalised.
- Thank yous are circulated and the Exhibition Team presents an evaluation report to the committee for reference and future improvements.

Celebratory Meal

- On the Monday evening after the close of the Exhibition there is a celebratory meal at a local hostelry for all members, plus a guest, if they wish. This year, the meal will be at the Craven Arms, Brackenber Lane, Giggleswick, 6.30 for 7.00pm.
- Booking is via a Google form on which members can request their menu course options and any dietary needs. (*Details circulated nearer the time.*)
- The dress code is smart casual.

Evaluation

- To improve the event, the exhibition team would be delighted to hear of any helpful comments or suggestions. Members can speak to one of the team at a meeting during the run up to or after the exhibition, or send an email to them at exhibition-team@settlephotos.org

**If you have any queries about the exhibition,
email exhibition-team@settlephotos.org**