



Photographic Society of America

Exhibition Standards

Rules for Exhibitions wishing to receive PSA recognition
(Revised 1 December 2017)

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SECTION A - INTRODUCTION

A1 (i) There are six divisions of the PSA

- Projected Images (PID) Digital and Slides
- Nature (ND) Digital, Slides, and/or Prints
- Photojournalism (PJD) Digital, Slides, and/or Small Prints
- Photo Travel (PTD) Digital, Slides, and/or Prints
- Pictorial Prints (PPD) Prints only
- 3D (3DD) Digital, Slides, and/or Prints

(ii) PSA members achieve Star Ratings according to the number of acceptances they get in PSA recognised Exhibitions. The 10 Star paths are: -

- PID Color
- PID Mono
- ND
- PJD
- PTD
- PPD Large Color
- PPD Large Monochrome
- PPD Small Color
- PPD Small Monochrome
- 3DD

A2 Photographic Exhibitions must apply for PSA recognition at least six months (180 days) in advance of the closing date. No exceptions will be made to this lead-in time

A3 All Exhibitions and Exhibition Circuits must abide by the rules in this document and all associated documents, especially the Conditions of Entry Checklist. Failure to do so may result in refusal of recognition for future Exhibitions

A4 The Exhibition must have a Chairman. That chairman, or his or her delegate, is responsible for abiding by PSA regulations and maintaining standards at all stages of the Exhibition, and is the point of contact with the relevant officers of the PSA. **In order to fulfil this role, the Chairman may not act as a judge.**

A5 The Exhibition Chairman must be prompt and courteous when responding to all communications from entrants and PSA Directors beginning at the time of the application until at least 6 months after the catalog mailing date. If the Chairman will not be available during this entire period a delegate must be appointed. **Chairman absence is no excuse for tardiness or delays in meeting the agreed-to schedule or responding to entrants.**

A6 All essential information, especially on websites, **must** be presented in English with clear instructions as to how this information can be accessed. Where information is also presented in other languages, care must be taken that these translations are accurate and do not differ from the English.

A7 No person on the current PSA list of sanctioned exhibitors may serve as Chairman of the Exhibition, be part of the organizing committee, or serve as a Judge for any section.

A8 Organizers may use email announcements to promote PSA recognized exhibitions.

- i. Organizers shall not issue **more than 6 email announcements** per recognized exhibition or circuit.
- ii. **A functional “unsubscribe” function must be included in every email announcement. Labelling of the function must include an English version.**
- iii. Endless repetitive announcements must be strictly avoided.
- iv. Failure to abide by this requirement may result in the application for the next exhibition by **that organization** not being recognized by PSA regardless the name of the exhibition.
- v. Email announcements must not reveal the addresses of the recipients. Use bcc for the address list.

A9 Exhibition Chairmen of PSA-Recognized Exhibitions **may not submit entries** into the exhibitions they are running.

- i. The General Chairman of any exhibition may not submit entries into any part of that exhibition. General Chairmen of 3D (3DD) exhibitions are exempt and shall be eligible for all acceptances and awards.
- ii. If separate sections within a PSA-Recognized Exhibition are run by a separate Chairmen, then that Chairman may not enter that section but may enter other sections of that exhibition and be eligible for all acceptances and awards in those other sections. Section chairmen 3D (3DD) sections are exempt and shall be eligible for all acceptances and awards.
- iii. If separate judgments within an exhibition that is a Circuit are run by separate Chairmen, the entries of that Judging Chairman shall not be scored or awarded acceptances but are fully eligible for acceptances in other judgments of that circuit. Any such acceptances shall not be eligible for awards in those other judgments. Judging Chairmen 3D (3DD) Judgments are exempt and shall be eligible for all acceptances and awards.

- iv. Close relatives of any Chairman may enter the section or judging chaired by that person but **may not receive any awards** in those section(s) or circuit judgments. They shall be fully eligible to receive acceptances. Close relatives include spouse, children, grand children, siblings and children of siblings.

SECTION B – APPLYING FOR PSA RECOGNITION

- B1** The Exhibition Chairman, or delegate, must apply for PSA recognition. The Exhibition's name, the names of sections and themes, and the Exhibition's URL are subject to the approval of the Exhibition Standards Directors, whose decision is final.
- i. Exhibition names based upon a theme should not be used unless all sections within that exhibition conform to that theme. Such an exhibition could not have any Open sections.
 - ii. **Exhibition URLs and exhibition emails that can imply the exhibition is run by PSA are not allowed.**
 - iii. By applying for PSA recognition the Exhibition is committing itself to abide by PSA regulations.
- B2** There is no limit to the number of sections that may be offered by an exhibition.
- i. Only one section in each Star path may be an open section.
 - ii. Theme sections that are disguised open sections (sections that do not really restrict image subjects) shall not be allowed.
 - iii. No section can be recognized by more than one Division.
 - iv. Acceptances in any one section cannot be eligible for more than one Star path.
- B3** Each section must consist of no more than 4 images.
- B4** All exhibitions, except for exhibitions offering 3D sections only, must pay a \$100 Exhibition fee. There is also a fee of \$25 per section, per judging, payable by PayPal. This section fee, payable for all divisions, includes a complementary PSA Gold Medal. There is a **\$20 surcharge** for Registered Mail shipping of awards to China, India, and Argentina.
- B5** A single application form for all divisions and sections can be found at: <http://www.psa-photo.org/psaexhibitionrecognition>. It is not necessary to apply to each Division separately.
- B6** Exhibitions may offer reduced fees to entrants from the host nation or from the host club but in no case can the fees charged to all other entrants be more than twice the reduced fees for host nation entrants or host club entrants.
- B7** Application for PSA recognition will be dealt with on a regional basis. If an exhibition has not complied with PSA rules in the past, the Regional Director may choose not to grant recognition. The Regional Director may seek advice from the relevant Divisional Exhibition Standards Director if he/she has a concern regarding an exhibition.

SECTION C - CONDITIONS OF ENTRY

- C1** Each Exhibition must produce a Conditions of Entry (Entry Rules) and the Conditions of Entry must be available to exhibitors worldwide without charge. The Conditions of Entry must include a full version in English. Additional versions in other languages are at the option of the Exhibition but must contain the same information as in the English version. Full details of what must go into these Conditions can be found on the Conditions of Entry Checklist found at: <http://www.psa-photo.org/psaexhibitionrecognition/Conditions-of-Entry-Checklist.pdf>. **The requirements contained in the Conditions of Entry Checklist shall be considered an integral part of these Exhibition Standards.**
- C2** Effective January 1, 2018, if an Exhibition wishes to impose a limit on the length of a title, that limit cannot be less than 35 characters.
- C3** Each exhibition must reject any digital images that exceed the maximum horizontal or maximum vertical dimension specified in their approved Conditions of Entry. **Oversized images may not be resized either by the exhibition or the exhibition's equipment.** Entrants shall be given the chance to resubmit images that conform to the specified limits.
- C4** Any differences between the version of the Conditions of Entry approved by the Region Exhibition Standards Director and the version posted on the Exhibition's web site can result in the next occurrence of that Exhibition to not be recognized.

SECTION D - DEFINITIONS

- D1** When deciding what sections/themes to offer exhibitions should read the various definitions that can be found on the Conditions of Entry Checklist: <http://www.psa-photo.org/psaexhibitionrecognition/Conditions-of-Entry-Checklist.pdf>
- D2** These definitions must be strictly adhered to by all entrants, by the exhibition, and by the judges. All applicable definitions must be included in the Exhibitions Conditions of Entry.
- D3** Exhibitions must provide definitions for any theme sections that do not already have a PSA definition.

SECTION E - EXHIBITION CALENDAR

- E1** Unless agreed by the Regional Exhibition Standards Director, the closing date must not be more than 14 days before the start of judging.
- E2** Notification cards or email notification of results must be sent no later than 14 days after the judging has ended.
- E3** Where entries are to be returned this must be within 77 days of the end of the judging.

- E4** All awards must be sent within 77 days of the end of the judging.
- E5** Catalogs must be sent, or website posting of accepted images must be done within 77 days of the end of the judging.
- E6** There must be at least two public exhibitions by projection for projected image exhibitions and at least 7 days showing for print exhibitions, unless the exhibition is limited by convention, art show, library, museum or other controlling authority. Internet showings of accepted images must be for at least 90 days and this is acceptable as one of the two public shows.
- E7** Changes of closing dates, judging dates and public exhibitions will only be allowed in exceptional circumstances and must be approved by the Regional Exhibition Standards Director in advance.

SECTION F - JUDGING

- F1** The Exhibition Chairman is responsible for maintaining standards throughout all stages of the exhibition, including the judging, so may not act as a judge.
- i. Maintaining standards includes being responsible that all entries meet the appropriate definitions.
 - ii. Maintaining standards includes being responsible that no individual has more than 4 images entered in any one section. If entry forms imply that more than one entry in a section is by a single person the Chairman is responsible to take any steps required to assure they are different persons.
- F2** The Exhibition Chairman and any person on the organizing committee who prior to or during the judging may be involved with processing the images or may have access to the images may NOT serve as a judge for the exhibition.
- F3** The entries must be judged by a minimum of three (3) judges, each with experience and/or qualifications in the section judged. The same judges will select the awards designated for that section. An exception to judges selecting awards will be allowed in order for the Exhibition Chairman to select a Chairman's Choice award.
- F4** Each section, category, and/or class must be judged and presented to the judges individually. All judging should be done in accordance with applicable current PSA Judging Practices to be found at: <http://www.psa-photo.org/psaexhibitionrecognition/technical-practices.pdf> and attached as a pdf file with the acknowledgement of each application
- F5** The judges **must** be given instructions just prior to the commencement of judging regarding any pertinent restriction or requirement, including information on medals and other awards. Instruction shall include a reading of the definition for that section being judged and an explanation of the method of judging to be used.
- F6** International Exhibition Judges (and alternates) may not:
- i. Judge any section in which they have an entry.
 - ii. View the images submitted in such a section ahead of the actual judging.

- F7** Judging of digital imaging sections may be by digital/video projection, high definition television, notebook devices, multiple monitors at a single location, or by judges communicating with the exhibition chairman via the Internet.
- F8** Titles may not be generated by the exhibition's software in cases where the entrant does not comply with providing a unique title for each image entered. Such entries must be rejected by the Exhibition and the entrant notified of the reason for rejection
- F9** The Exhibition Chairman is permitted, after investigation, to declare an image ineligible under the rules pertaining to that section at any time before judging, during judging or after judging.
- i. The entrant may, at the discretion of the Exhibition, be given the opportunity to justify the submission.
 - ii. If an image is determined to be ineligible, the Exhibition must explain the reasons for the decision to the entrant.
 - iii. If an image is determined to be ineligible, any acceptance and award for that image must be voided.
 - iv. If an exhibition believes that an entrant is guilty of cheating or plagiarism, the exhibition must report this to the PSA Ethics Review Advisor at era@psa-photo.org.
- F10** The Exhibition must state in the Conditions of Entry what the target rate of acceptances is unless the exhibition is also applying for FIAP Patronage and such statement would prevent FIAP Patronage. If the acceptance rate is significantly below the target range set, then rejudging of those entries just below the target range should take place. PSA recommends that the lowest acceptance rate should be 20% and the highest 45%. If an exhibition has any concerns about the target range either before or after the judging, it should consult with the Regional Director, whose decision is final.
- F11** Close relatives of any judge may not receive any awards in the section(s) judged by that judge. They shall be fully eligible to receive acceptances. Close relatives include spouse, children, grand children, siblings and children of siblings.

SECTION G - PRINT EXHIBITIONS

- G1** There are two categories of Print sizes -
- i. **Large** –maximum of 16 x 20 inches including mounts.
 - ii. **Small** - maximum of 8.5 x 12.0 inches including mounts. 9 x 12 inches including mounts does not qualify as a Small Print.
- G2** Exhibitions may offer Pictorial Prints Division sections in four classes:
- i. Large Color (CPA)
 - ii. Large Monochrome (MPA)
 - iii. Small Color (CPB)
 - iv. Small Monochrome (MPB)

G3 Sections in each Pictorial Prints class may be designated Open/General/Free where there is no restriction on subject matter entered in the section or as a theme when the subject matter is restricted.

- i. No Pictorial Prints Division section shall allow both color prints and monochrome prints to be entered in the same section.
- ii. No Pictorial Prints Division section shall allow both large prints and small prints to be entered in the same section.
- iii. Large print Pictorial Prints Division sections must not allow prints 8.5 x 12 inches or smaller including mounts to be submitted.

G4 Exhibitions may offer Nature and Photo Travel Print sections.

- i. Prints shall be all sizes up to a maximum of 16 x 20 inches including mounts unless otherwise restricted to only Small Prints with a maximum of 8.5 x 12 inches or only to Large Prints with a minimum of nothing 8.5 x 12 inches or smaller to a maximum of 16 x 20 inches by the exhibition.
- ii. It is recommended that prints 8.5 x 12 inches or smaller be judged first and separate from larger prints if the exhibition does not impose size restrictions other than the maximum of 16 x 20 inches including mounts.

G5 Exhibitions may offer Photojournalism Print sections only as Small Print Exhibitions. Prints larger than 8.5 x 12 inches shall not allowed in Photojournalism Print sections.

G6 Prints may be home or commercially processed. Exhibitions are not permitted to produce prints on behalf of the entrant.

G7 Prints may be un-mounted or mounted. The conditions of entry must state clearly what mounting arrangements apply.

G8 Where an Exhibition has agreed to return prints these must be in the original containers and wrappings whenever possible. Entrant's special mailing instructions must be followed if sufficient postage has been provided. Prints may be sent by Parcel Post (or equivalent) or by First Class Mail unless otherwise required by Postal Regulations.

G9 Exhibitions that involve public showing in more than one city may be allowed an extra two weeks (in the time limit from judging date to the end of the exhibition) for each such additional showing.

G10 Special approval may be granted for other means of public showing of prints where space limitations exist. An application must be made to the Regional Director, fully describing the proposed method of showing

SECTION H - MEDALS AND AWARDS

H1 As part of the Section fee, each Exhibition will receive a PSA Gold Medal. This medal will normally be given as the top award in each section unless the Regional Director approves another as having primary importance to the exhibition. In this case, the PSA Division medal may be awarded to some other top place (never a second place) and the criteria for award must be outlined in the Conditions of Entry and the catalog.

H2 Silver and Bronze medals, and PSA Honor Ribbons, as well as a Nature Division Wildlife Silver Medal may also be purchased at a cost of \$25 per medal and \$4 each for Honor ribbons. The Nature Division Silver Medal must not be awarded as "Best of Show" in sections restricted to Wildlife.

H3 No image may receive more than one individual award.

H4 PSA Medals and ribbons for all sections of an Exhibition will be shipped from PSA HQ. Where it is necessary to send PSA awards by registered mail a charge of \$20 will be made. Currently all shipments to Argentina, China, and India require sending awards by registered mail.

H5 A condensed name of the exhibition and the year must be indicated (engraved, inscribed, labelled) on the backs of all PSA medals/awards.

- i. If labels are used, the information should also include the name of the section, the author, and the title of the image.

H6 An Exhibition may award any number of its own medals/awards.

SECTION I - NOTIFICATION OF SCORES

I1 Notification of scores to entrants must show

- the name and year of the Exhibition
- the assigned PSA recognition number
- the section(s) involved
- the entrant's name
- the entry titles in the same order as submitted
- the individual entry scores.

I2 When a numerical scoring system is used the notification must state

- the minimum and maximum scores possible
- the acceptance score
- the score for each entry
- the name of any award
- numerical scores may not be divulged to anyone except the entrant, including when posted on the exhibition's web-page.

I3 Plus or minus marks with numerical scores are not allowed

I4 Where an entry has been re-judged, for instance, as a result of a tie breaking process, and the score is changed the new score replaces the original score.

I5 No score may be lowered, except when, on close examination by the judges, an image is found to be in breach of the rules, when it should be allocated the minimum score.

I6 In the report, the entry title and score must be in the same order as submitted.

I7 Notification of an entrant's results may be by post, email containing results, or an email directing the entrant to the results on the Exhibition web-page. Results must be in

an accessible and readable form - either email content, Word document, pdf file, or in html format.

I8 Results on the Exhibition web-page must only show that entrant's score. Scores of all entrants shall not be revealed.

I9 Posting of acceptances on an exhibition's web site does not meet the requirement that each entrant must be notified of the results of the judges' scores.

SECTION J - CIRCUITS

J1 A circuit is defined as between three and six exhibitions with one entry process. There must be a single closing date. The circuit will be considered a single exhibition for the purpose of star ratings.

J2 Circuits may be sequential, simultaneous, or both. A sequential circuit is a group of allied exhibitions judged sequentially with slides, digital images and/or prints being forwarded from one exhibition to the next without being returned to the entrant until the series is complete

J3 Each section of each exhibition within the circuit must have its own separate awards awarded by its own set of judges.

J4 Judgings must be held in separate cities, towns, counties, provinces, or separate rooms in the same building, by different groups of judges who must not be aware of proceedings in the other locations or rooms.

- i. If Judgings are held on separate dates they must not be more than 21 days apart.
- ii. No person may judge the same section again in different exhibitions within the circuit nor serve as an alternate for the judging panels of the same section of the different exhibitions after judging a prior exhibition within the circuit.

J5 The Regional Director may allow more than one exhibition of a circuit to judge the same section simultaneously in a suitable place. The following procedures must be strictly adhered to:

- i. Each exhibition judging must have independent scoring and record keeping.
- ii. The scores of each judging panel must not be announced, or observed by another judging panel until after each image has been judged.
- iii. Each judging panel must select their exhibition awards separately, and in complete secrecy from the other judging panel(s). The scores of any group of judges must not be visible, or available, to any other group of judges in a circuit.
- iv. A separate jury may prejudge the entries if the total entry exceeds 25,000 images.
- v. Judgings for a simultaneous circuit should be limited to not more than 3 groups of judges judging together at one time.

vi. This section does not apply to stereo exhibitions

J6 A judge may select the same section only once in the exhibition circuit. If the circuit offers more than one section and if a judge is qualified he/she may judge a different section in one of the exhibitions of the same circuit.

J7 **The Calendar** is the same as the single exhibition calendar with the following exceptions:

- i. Exhibitions: digital images or prints are to be publicly exhibited in each area from where the exhibition of the circuit draws its name (city, town, county, province or state, etc.)
- ii. Return Entries: All entries shall be returned, where applicable, and awards mailed, within eleven weeks (77 days) after the last judging date of the circuit.
- iii. **Exception**--Simultaneous circuits that require additional time for showing an extended exhibition schedule may request an exception from the appropriate Regional Director to return entries and awards, where applicable, within 119 days for a 4 judging circuit, within 140 days for a 5 judging circuit, and within 161 days for a six judging circuit. An exception must be printed in the Conditions of Entry in bold type to inform exhibitors. Catalogs must still be sent to each entrant, or posted on the Exhibition's website within eleven weeks (77days) after the last judging date.

SECTION K - REPORTING OF RESULTS TO PSA

K1 PSA recognized exhibitions must e-mail reports of all acceptances in the form of Exhibition Data Acceptance Spreadsheet (EDAS) attachments to:exhibitionresults@psa-photo.org within **thirty days (30) after completion of judging except as follows:**

- i. **In no case shall be EDAS for an exhibition closing in one year be submitted later than February 22 of the following year even if such deadline is less than thirty (30) days after completion of judging.**
- ii. Full instructions for preparing the EDAS can be found at: <http://www.psa-photo.org/psaexhibitionrecognition/EDAS-Instructions.pdf>
- iii. The exhibitionresults@psa-photeo.org email address must only be used for submitting EDAS. Submitting other material to this address can result in future exhibitions with the same sponsors not to be recognized.

K2 The EDAS must be prepared using the most up to date version of the PSA EDAS template. This can be found at: http://www.psa-photo.org/psaexhibitionrecognition/Exhibition_Worksheet.xls
This file will be put in your computer's Downloads folder. Make as many copies as required.

K3 One spreadsheet is required for each judging and each section. Work can be simplified by copying and pasting information from your own exhibition score sheets and records into the Acceptance Spreadsheet.

K4 All information on the spreadsheets must use English characters. Titles do not need to be translated to English but must be given in English characters.

K5 Failure to follow EDAS requirements, including the instructions for preparing and naming the EDAS according to instructions could result in the loss of future recognition.

K6 EDAS spreadsheets need to be just as accurate as your catalog and contain the same acceptance and award information.

K7 EDAS spreadsheets shall not be submitted for any sections not recognized by PSA.

K8 All digital sections in PSA recognized exhibitions must provide a gallery of all accepted images in each such section to the appropriate Division Exhibition Standards Director(s).

- i. The gallery may be provided in the form of a link to such a gallery on the exhibition's web site.
- ii. The gallery may be provided in the form of a CD, DVD, or USB thumb drive (a.k.a. USB flash drive) sent to the Director by post.
- iii. Separate galleries shall be provided in cases where an exhibition had acceptances in more than one of the above Divisions.
- iv. All accepted images shall be in accordance with those listed in the EDAS spreadsheets and Catalogs submitted by the Exhibition.
- v. All such galleries shall be available or posted no later than 60 days after the last judging and remain on the exhibition's website for at least 90 days. All such galleries shall be available or posted no later than 60 days after the last judging.

SECTION L - CATALOGS

L1 The Exhibition must produce only one catalog and it must contain the relevant details for **all of the sections and Divisions** of the Exhibition.

L2 Full details of what must go into the catalogs are in a "Check List of PSA Catalog Requirements" which can be found at:

<http://www.psa-photo.org/psaexhibitionrecognition/PSA-Catalog-Requirement-Check-List.pdf>

L3 A list of those PSA workers who need either paper or electronic catalogs can be found at: <http://www.psa-photo.org/psaexhibitionrecognition/send-catalogs-to.pdf>

L4 If an electronic catalog is provided, it **must be supplied** as **one** PDF file. Electronic copies and/or multiple extracts in other formats may be provided **in addition** to the PDF file.

SECTION M - 3D

M1 A 3D exhibition qualifying for PSA Recognition may sponsor any number of sections of each type of format. Additional restricted (themed) sections can be included along with the general sections. An exhibition may sponsor digital, print, and/or slide sections or any combination; projected (slide and digital), prints (Holmes style and anaglyphs), etc.

M2 The Entry Form must specify the types of slide formats that will be accepted, such as Realist mount, View-master (a reel is considered one entry), 2X2 pairs, medium format, etc. Photographs on transparency material may be entered in a slide or combination projected section.

M3 The Entry Form must specify the types of digital format that will be accepted and the format of submitting the digital images (email, CD/DVD, etc.), along with any other specific requirement Digital entries may be judged either by a digital projector or on monitor(s) at a single location or at multiple locations via the Internet, and Conditions of Entry must specify which display method will be used for judging. Disks need not be returned if so stated on the Conditions of Entry

M4 The Entry Form must specify the types of print format that will be accepted, such as, lenticular, anaglyphs, over and under pairs, Holmes style cards, etc. Stereo prints shall be restricted to reflective (opaque) material.

M5 Whether entries are acquired, modified and/or presented traditionally or digitally, any particular stereo image must keep the same title, regardless of format. The Conditions of Entry must state whether or not the exhibition will accept a previously accepted image presented in a different format.

M7 Stereo exhibition sections restricted to one category of subject matter, such as action or human interest, etc. or to a particular process such as Phantograms, may apply for and receive restricted recognition. PSA-recognized exhibitions that are not sponsoring restricted sections may buy a PSA Silver Medal to offer for a restricted subject within a general section.

SECTION N – ETHICS STATEMENT

N1 A member of the Photographic Society of America shall act in accordance with all PSA policies. A member shall be honest in performing and reporting service to the Society. A member shall be ethical in making and presenting images. Members not in compliance with this ethics statement will be subject to loss of PSA membership and/or awards and honors.