

MOUNTING PHOTOS FOR STATE FAIR



This is a guide for mounting your photos for entry
in the Kansas State Fair.

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WHAT YOU NEED

1. Your photos
2. Photo mount boards
3. Tools to trim with
4. Ruler or guide
5. Pen or pencil
6. Adhesive
7. Drop cloth or paper
8. Clean white paper
9. Protective plastic bag
10. State Fair entry label



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- Photos may be either vertical or horizontal format.
- Trim all white borders from photo.
- The long dimension must be between 9" – 10".
- The short dimension must be between 7" – 8".



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- Use a paper cutter or straight edge and utility knife to trim photos.
- Be sure to trim all borders from photo.
- Crop photo as desired while maintaining the correct size.



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- Photo must be mounted 1" down from the top of the board and centered side to side.
- Board should be placed with the 11" dimension horizontal and the 12-1/2" vertical.



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- Using the ruler and pencil mark the location on the board for the photo.

OR

- Use a guide to position the photo on the board.



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- Place photo face down on drop cloth or paper.
- Apply adhesive to back of photo.



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- Carefully lift photo and place on mounting board.
- Position photo per marks measured or to mounting guide.
- Be sure to cover pencil marks with photo.



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- Cover photo with clean white paper and press down for good contact.
- Remove paper and guide if used.
- Allow adhesive to dry before placing in bag.



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- Fill out entry label and tape to front of mount.
- Label should be the full width of the mount board.
- Place tape on the ends of the label and wrap around the edges of the board.
- Tape should not be stuck to front of board.



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- Place completed exhibit in the protective plastic bag. Photo will be removed from the bag for judging and placed in a new bag for display.



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- Entries in the Digital Composite class must have a second board included.
- Mount 3x5 or 4x6 prints of the source photos and a brief description of what you did to make the composite image.

