



## EXHIBIT HALL GUIDELINES

All of the following items should be included in your submission folder.

### Exhibit Text

- Word, .rtf, or .txt format
- Maximum of 3,000 words
- Must clearly indicate where photos/media belong (including name of photo file)
- Include sources in a reasonable format (links to online sources, title/author/date for print sources, etc. MLA/APA style not required)

### Photos

- JPEG, PNG, or TIFF format
- Minimum of two photos, maximum of 15
- Photos may not be manipulated in ways that distort the appearance of the items included.
- Include a verification photo. This should include all numismatic items used in the exhibit within a single photo, along with NNP Symposium, your name, and the submission date handwritten within the photo. If this appears photoshopped, we reserve the right to request further verification that the items displayed are in your possession. See example on the right. Non-numismatic items do not have to be included.



*Sample verification photo*

### Additional Media

- If you choose to include video or audio, please upload it to YouTube before submitting and include a link within the exhibit text.

### Submission Folder

- Please label items clearly (ex. "Exhibit Text," "Photo 1," "Photo 2," "Verification," etc.)
- Any major file sharing service will be accepted (ex. OneDrive, Dropbox, Google Drive, etc.). If the link you submit is not recognizable as a reputable file sharing service, we reserve the right to request a different service.
- Some services require you to grant permission to individual viewers. You will need to grant permission to [lianna@numismaticmarketing.com](mailto:lianna@numismaticmarketing.com) to view your files. If permission has not been given when we receive the link, we will send a request which should be forwarded to your email.

If you are unable to submit your exhibit via a file sharing service, please contact us. We can arrange for submission via email or mailed hard copies if needed.

The deadline for submissions is 11:59 PM EST on March 3, 2021.