

## **Cultural Arts Center – Loft Gallery Proposal Guidelines**

Located on the third floor at the Columbus Cultural Arts Center (CAC), the Loft Gallery primarily features artists who take classes at the center, local arts organizations, or up-and-coming artists within the community. The Loft Gallery is an opportunity for emerging artists to gain insight on the exhibition process and often allows for a first time experience of their artwork being on display. We feature several types of exhibits annually – including: solo or duo shows; theme shows; and local arts groups. Proposals may be sent at any time to the address shown below and they will be considered in the next review cycle. We typically schedule exhibitions 12 to 18 months in advance.

Goals for all our Loft Gallery Exhibitions are to:

- provide opportunities for CAC artists and local emerging artists to show their work in a great space;
- provide guidance on the exhibition process and first time exposure for new artists;
- attract new visitors into the Cultural Arts Center who will then be inspired to create their own art;

### **ELIGIBILITY:**

- Entrants must be at least 18 years of age.
- Works submitted for consideration may be either 2-dimensional or 3-dimensional.
- Artists may enter only their original, untutored work - NO REPRODUCTIONS OF ORIGINAL WORK.
- All artwork presented must remain as part of the exhibit for the duration of the show.
- There is no fee for submitting a proposal.

### **PROPOSAL SUBMISSION:**

- All entries will be reviewed from digital images submitted on either CD/DVD or flash drive.
- Artists must submit images of at least 5 artworks, but no more than 15. All images presented must be indicative of the style, quality, and theme of the exhibition. Within this total detail images are allowed if necessary to show an important feature of an artwork.
- Images are required for all planned installations – a conceptual drawing showing how the installation will be placed in the CAC Gallery is acceptable if the actual work has not been completed.
- Image size requirements: 1920 pixels on the longest side, JPEG format only. Image files should be saved at a combined dpi and resolution THAT WILL RESULT IN A FILE SIZE NO LESS THAN 1 mb.
- Each image should be labeled with the artist's last name and the number of the entry (e.g., JSMITH01.jpg, or JSMITH01-detail.jpg).
- In addition, the following information is required:
  - artist's name, address, and contact information (phone, e-mail)
  - the title of each artwork (matched to the image number)

- the medium (or media) used
- dimensions
- proposed Title for the exhibition
- an artist's statement relating to the exhibit
- The CAC reserves the right to reject entry materials not prepared to these specifications.
- Upon delivery, if an accepted artwork is found to have been misrepresented it may be disqualified.
- Submission of a proposal shall constitute agreement on the part of the artist or artist's representative that said images may be used without restriction by the show coordinators for the purpose of promoting the exhibition (e.g., press releases, posters, internet promotion, grant requests and reports).

#### **ARTWORK CONDITION, SIZE LIMITATIONS and SAFETY:**

- Accepted artists are responsible for delivering their artworks to the CAC. Extra precautions should be taken with delicate and large pieces.
- Hanging work must be wired and ready to display (saw-tooth hangers and clip frames will not be accepted.) Other forms of installation may be allowed provided that the work is secure (e.g., pins or magnets for paper pieces).
- Hanging work may not exceed 6'x 6' or 100 lbs.
- The artist, or persons working with the artist, are responsible for installing the exhibition, in coordination with Center staff.
- The CAC will have the final decision regarding proper artwork condition and location of each piece and appropriateness for a family-friendly space.
- A safety evaluation will be made for all installations, and modifications may be mandated by CAC staff. Perishable items, or artworks with hazardous components, will not be accepted.

#### **POLICIES:**

- **PLEASE NOTE:** CAC will not be responsible for damages due to artwork improperly hung or installed.
- **Sales** – The Cultural Arts Center will charge a 30% commission on art sales, and work should be priced accordingly. Work not for sale should be marked NFS with the dollar value indicated on the insurance list.

**Selection** - We make exhibit choices based on the following factors:

- Quality of artistic expression, level of execution of the medium and professionalism of presentation;
- Appropriateness for our public facility and gallery space;

The proposal review by our selection panel is a closed and confidential process.

Send all Loft Gallery proposals to:

Loft Gallery Exhibition Proposals

c/o Todd Camp

The Cultural Arts Center

139 West Main Street

Columbus, OH 43215

For more information, contact:

Todd Camp, Assistant Arts Administrator, [tmcamp@columbus.gov](mailto:tmcamp@columbus.gov)