

# 2023 ART IN PUBLIC PLACES EXHIBITION PROSPECTUS

## INQUIRIES

For questions, concerns, or assistance submitting your application please contact COCA's Public Art Manager, Sarah Painter at [sarah@tallahasseearts.org](mailto:sarah@tallahasseearts.org).

## ELIGIBILITY

Artists 18 years of age or older who reside in Tallahassee and/or the Big Bend Region (within a 100 mile radius of Tallahassee) are invited to submit up to three artworks for consideration. Artwork must be original, completed in the last three years, and not previously shown in either of the physical Artport or City Hall gallery spaces. We accept all media, 2-D or 3-D, including fine art, craft, and photography, but exclude video and performance art.

## EXHIBIT LOCATIONS

Submitted applications will be considered for both the Tallahassee City Hall Gallery as well as the Artport Gallery. The City Hall Gallery is located at 300 South Adams Street and is open during regular business hours for Tallahassee's City Hall building. The Artport is located at 3300 Capital Circle SW and is open during regular business hours for Tallahassee International Airport. Exhibitions at both galleries feature an online exhibition of artwork displayed on [COCA's website](http://COCA's website).

## DATES TO REMEMBER

|             |                                   |
|-------------|-----------------------------------|
| August 26   | Application deadline              |
| September 2 | Acceptance notifications e-mailed |

## ENTRY FEE

There is no entry fee to submit this application, but applicants are encouraged to become COCA members if not already.

## PERMISSION TO USE

Accepted digital images are retained for COCA archives. Permission to reproduce accepted images for COCA publicity purposes and presentations is assumed with the submission of the entry. The submission of the digital entry is an agreement to these conditions.

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## **PRESENTATION**

All artworks must have museum quality framing: simple, lightweight, and ready for hanging with wire in place. COCA will not re-frame, re-mat or repair artworks. Any artwork arriving damaged, in poor condition, or poorly or improperly presented will not be accepted.

All artworks must be labeled on the back with:

- Artwork title, medium and price.
- Artist name, address, e-mail and telephone.

## **DELIVERY AND RETURN OF ARTWORKS**

Accepted artworks must be hand delivered and picked up at the gallery at dates and times agreed upon by the artist and the Public Art Manager after notification of acceptance to exhibit. COCA will meet the artists for drop-off and pick-up. Shipped artworks will not be accepted. All artworks for exhibitions must be hand delivered.

## **SALES**

All artworks must be for sale or marked NFS (Not for Sale). The price of artworks cannot be changed once the application is submitted. Submission of the application is an agreement to these conditions. Sales inquiries are referred directly to the artist. No commission is taken. Please specify in the application how you wish your contact information to be listed for interested buyers: phone number, e-mail or website.

## **LIABILITY AGREEMENT**

Artworks are insured while hanging at the Tallahassee City Hall Gallery and the Artport. Every care is exercised in the handling of artworks, but COCA is not responsible for loss or damage in transit or in packing, unpacking, whatever the cause. Concerned artists should carry their own insurance.

## **HOW TO APPLY**

[Click here to submit an exhibition proposal](#) for the Art in Public Places program.