

EXHIBITION PROSPECTUS

NOV 9, 2023 - JAN 22, 2024

OVERVIEW

Photofest is a juried fine art photography exhibition at the Artport Gallery. This annual event presented by the Council on Culture & Arts is part of the Art in Public Places program sponsored by the City of Tallahassee. From the entries submitted, as many as 50 individual artworks, never before shown at the Artport or City Hall Gallery, will be featured in Photofest. Contact COCA's Public Art Manager at sam@tallahasseearts.org with questions.

GALLERY INFORMATION The Artport is inside the Tallahassee International Airport located at 3300 Capital Circle SW, Tallahassee, Florida, 32310. The Artport hours run congruent with the TLH Airport, opening at 4:30 a.m. and closing at 12:30 a.m. The Artport is located directly to the right when you enter the TLH Airport, facing the airline check-in desks. Parking for the TLH Airport is free for the first 30 minutes.

All submitted artworks will be included in COCA's Online Gallery (provided the artwork complies with the relevant "CONDITIONS FOR EXHIBITION"), but only the artworks accepted to exhibit in the physical Artport will be juried.

AGREEMENT Submission of an entry form implies an agreement on the part of the artist to all conditions of this prospectus, including permission for reproduction of artwork images for documentation, publicity and educational purposes. Accepted digital images are retained for COCA archives. Work cannot be substituted once accepted for exhibition, nor can work be removed from the Artport prior to Jan 22, 2024.



ELIGIBILITY Artists 18 years of age or older who live within a 100-mile radius of Tallahassee are invited to submit up to three artworks for consideration. Artists must be active COCA members. [Click here](#) to become a member.

Artwork must be original, completed in the last three years, and not ever shown in either of the Artport or City Hall galleries. We accept film or digital photography, digitally manipulated photography, collages of photography, and any other mixed media artworks incorporating photography as a significant element. Videography is not eligible for this exhibition unless artists include a detailed explanation regarding what device the video will be played on, how said device will stay powered for the duration of the exhibition, as well as how the device will be framed, wired, and hang comfortably using the Walker System, as outlined under "CONDITIONS FOR EXHIBITION".

Entries must not exceed 4 feet in any direction (including frame). City of Tallahassee policy prohibits exhibiting artwork with nudity or religious imagery.

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IMPORTANT DATES

10/6/23 11:59pm Application Deadline

10/20/23 Notifications emails sent

11/02/23 9:00am – 11:00am Artists deliver selected artwork to Artport

11/09/23 5:00pm – 7:00pm in-person opening reception at the Artport

01/23/24 9:00am – 11:00am Artists pick up artwork from the Artport

DROP OFF & PICK UP Accepted artworks must be hand delivered and picked up at the Artport. Shipped artworks will not be accepted. Artwork unclaimed after the pick-up date will become the property of COCA and will be donated to a non-profit organization. More specific instructions will be included in the 10/20 notification email. All artworks must be labeled on the back with:

- Artwork title and medium
- Contact method for sales inquiries

SALES Sales inquiries are referred directly to the artist. Artists keep 100% of sales. The price of artworks cannot be changed once the application is submitted

AWARDS Monetary awards will be selected by COCA's Photofest Juror. Awards are announced at the in-person opening reception on 11/09, without prior notification. Awards are as follows:

- 1st place: \$300
- 2nd place: \$150
- 3rd place: \$50
- Honorable mention (no monetary award)



LIABILITY AGREEMENT Artworks are insured while hanging at the Artport during exhibition dates. In the event of a claim, artists are required to provide documentation of value. Every care is exercised in the handling of artworks, but COCA nor the Tallahassee International Airport are responsible for loss or damage in transit, packing, nor unpacking, nor are they responsible for any artwork after the designated pick-up time on 1/23/24. Concerned artists should carry their own insurance.

MOUNTING All artworks must have museum quality mounting and be ready to hang with wire in place on the back of the piece. Wire must be at least 6" long to fit over the Walker System hanging bracket. No sawtooth hangers are allowed. COCA will not re-frame, re-mat or repair artworks. Any artwork arriving damaged or improperly framed will not be accepted.

TO APPLY Applications must be sent through Submittable to be considered for acceptance. Please read this prospectus carefully before submitting an application. [View the application here.](#)