

2024

Art in Public Places Exhibition Prospectus



OVERVIEW

COCA accepts proposals each year from individual artists and small groups for exhibitions at the downtown City Hall Art Gallery and the Artport Gallery at the Tallahassee International Airport. The COCA Arts Advisory Committee, made up of volunteer jury of artists and citizens, evaluates the proposals and recommends an exhibition season for the Art in Public Places program. For questions, concerns, or assistance submitting your application please contact COCA's Public Art Manager, Sam Joslin at sam@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 ten 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.

ENTRY FEE

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

IMPORTANT DATES

DEADLINE: September 30, 2023

NOTIFICATION OF ACCEPTANCE:
November 13 - 15, 2023

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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.

PRESENTATION

All 2D artworks must have museum quality mounting: 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:

- Artist name, address, email, telephone, artwork title, medium, and price

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. Sales inquiries are referred directly to the artist. No commission is taken.

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.

HOW TO APPLY

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