

## JURY

The exhibition will be selected from submitted slides, CDs, or sample photos by the COCA Arts Advisory Committee. Artists will receive notification of accepted and/or rejected artwork. Slides & photos of rejected work are returned to the artist with the notification form. Images of accepted artwork will be retained by COCA for promotion and documentation. Awards will be selected from actual artwork at the City Hall Art Gallery after installation. Awards will be announced at the awards reception, without prior notification.

## SALES

Sales inquiries will be referred to the artist. COCA does not act as an agent and no sales commission will be charged. Artist contact information will be listed if indicated on entry form.

## AGREEMENT

Submission of an entry form shall imply 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. Work cannot be substituted once accepted for exhibition, nor can work be removed from the Gallery prior to the end of the exhibition.

## CONDITIONS FOR EXHIBITION

- All work must be presented in suitable condition for exhibition and ready for exhibition.
- All 2-D work must have wire securely attached to back, and the wire must be at least 6" long to fit over the Walker System hanging bracket. No sawtooth hangers are allowed.
- Artwork on paper must be framed behind Plexiglas or glass.
- 3-D artwork may be exhibited uncovered and artists may be asked to provide a pedestal.
- Artwork that has special requirements for installation or weighs more than 30 pounds should have that information indicated on the entry form. Artwork may not exceed 50 pounds.
- Entries must not exceed 4 feet in any one direction (including frame) and must be able to fit through a standard doorway.
- City policy prohibits exhibiting artwork with nudity or religious imagery. The COCA reserves the right to reject artwork that do not meet standards of quality and public safety, or are inappropriate for this venue, as deemed so by the Art in Public Places Director.
- Artworks that do not meet the standards indicated by the slides/photos from the application will be disqualified.
- Artists or an artist's representative are responsible for hand delivery and pick up of accepted artwork to City Hall Gallery during the designated times (parking is available in Kleman Plaza behind City Hall).
- Artwork is insured by the City during exhibition dates. In the event of a claim, the artists will be required to provide documentation of value. Neither the City of Tallahassee nor the COCA are responsible for artwork after the designated pick-up time.
- Artwork unclaimed after the pick-up date will become the property of COCA.



# creative tallahassee

## CREATIVE TALLAHASSEE 2010 CALENDAR

**February 12, 2010 Friday**  
Postmark Deadline for Application

**March 12, 2010**  
Notifications mailed to artists

**March 24, 2010**  
Wednesday Morning 10 am – noon  
Artists Deliver to City Hall Art Gallery.  
*(Parking underneath City Hall only through prior arrangement. Kleman Plaza parking available on Duval.)*

**April 2, 2010**  
Friday Evening 6 pm – 7:30 pm  
Public Reception & Awards Ceremony  
Awards announced at 6:30 pm  
*(Exhibition through May 7, 2009; Monday – Friday 8 am - 5:30 pm)*

**May 19, 2010**  
Wednesday Morning 9 – 11 am  
Artists pick up artwork from City Hall



### CREATIVE TALLAHASSEE CHECKLIST

- Completed Entry Form
- Entry Fee
- Slides/Photos/CDs Clearly Labeled
- Self-Addressed Stamped Envelope

## ENTRY FORM

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Check if new address  Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Website: \_\_\_\_\_

What contact information should COCA list on the gallery brochure and labels?

Phone  E-mail  Website  None

Current member of COCA (renewed Oct 2009)?  Yes  No  
 Do you receive the COCA's Weekly Email Blast?  Yes  No

A) Title: \_\_\_\_\_  
 Medium or process: \_\_\_\_\_  
 Framed dimensions H/W & year: \_\_\_\_\_  
 Insurance Value: \$ \_\_\_\_\_  
 Check box if second view included   
 Accepted  Rejected

B) Title: \_\_\_\_\_  
 Medium or process: \_\_\_\_\_  
 Framed dimensions H/W & year: \_\_\_\_\_  
 Insurance Value: \$ \_\_\_\_\_  
 Check box if second view included   
 Accepted  Rejected

C) Title: \_\_\_\_\_  
 Medium or process: \_\_\_\_\_  
 Framed dimensions H/W & year: \_\_\_\_\_  
 Insurance Value: \$ \_\_\_\_\_  
 Check box if second view included   
 Accepted  Rejected

Include any special installation requirements with this form. Submission of entry form constitutes permission to reproduce images for publicity in addition to agreeing with all of the conditions set forth in this prospectus.

Artist Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment:**  
 Check/Money Order enclosed  Bill my Visa/MasterCard/Discover  
 Name on card: \_\_\_\_\_  
 Billing address (if different): \_\_\_\_\_  
 Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Non-Profit Org  
US Postage  
PAID  
Tallahassee, FL  
Permit 489

**COCA**  
COUNCIL ON CULTURE & ARTS  
FOR TALLAHASSEE & LEON COUNTY  
816 S. ML King Jr. Blvd.  
Tallahassee, Florida 32301  
www.cocanet.org

RETURN SERVICE REQUESTED

# Creative Tallahassee

**Call For Entries!**  
An annual juried fine art  
exhibition showcasing  
talented artists of  
the Big Bend Area.



2010 Creative Tallahassee Prospectus / Entry Form

## CREATIVE TALLAHASSEE 2010 / ART IN PUBLIC PLACES

This exhibition is part of the City of Tallahassee's Art in Public Places Program coordinated by the Council on Culture & Arts. From the entries submitted, approximately 45 will be selected and exhibited in the City Hall Gallery. We hope you will consider being part of this exhibition celebrating the creative talent of artists living in the Tallahassee Area and look forward to receiving your entry. Questions about the prospectus, the exhibition, or other exhibition opportunities through the Council on Culture & Arts can be directed to Amanda Karioth Thompson, (850) 224-2500 or amanda@cocanet.org.

The Council on Culture & Arts curates changing exhibitions at the ArtPort Gallery and the City Hall Gallery. Visit COCA's website ([www.cocanet.org](http://www.cocanet.org)) to find out how to apply for a one-person, two-person or small group exhibition. Click on Arts in the Community and then Art in Public Places to find complete instructions and application form. Deadline for submissions for exhibition season 2011 is June 30, 2010. While visiting the COCA website make sure you are listed on the Artist Directory.



### ABOUT COCA

As the local arts agency for Tallahassee and Leon County, the Council on Culture & Arts (COCA) works on behalf of the community to support the area's diverse range of cultural events and traditions. Through innovative partnerships with community and educational groups, COCA seeks to enrich and improve the lives of citizens and visitors alike. Our professional staff and board of directors serve as a community resource to advocate for and support arts and culture in Florida's Capital Area.

### ELIGIBILITY

- Artists 18 years of age or older that 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, current (finished after January 1, 2007) and not previously submitted to this annual exhibition.
- We accept all media, 2-D or 3-D, including fine art craft and photography, but exclude video.

## ENTRY PROCEDURE

1. Complete and sign the Entry Form. Fill in title of artwork, medium, framed dimensions - height x width (and x depth, if sculpture) and the year the artwork was completed. The insurance value needs to be filled in, whether or not the artwork is for sale. Please include on the entry form any special needs for exhibition of a piece, such as electricity or special hanging needs, or give the weight if it exceeds 30 lbs. Do not fill in the accepted/rejected line; the jury fills that in and the form will be returned to you.
2. Provide slides, photos, or CDs of artwork with entry form - do not submit the original artwork with entry form. Label each slide or photo with artist name, title, dimensions and corresponding letter to entry form. You may enter up to three works. You may provide one detail image or second view for each artwork for a total of six images with your entry form. Only one entry form per artist. Write the word "top" with an arrow pointing to the top of the slide, or the top on the back of the photo. You may submit digitally photographed images of your work on CD or printed out on paper, each printed image no smaller than 3" x 5" and no larger than 8.5" x 11".
3. Enclose a non-refundable entry fee in the form of a check or money order (made payable to COCA), or VISA/Master Card information for one of the following amounts:

\$15	Entry fee for non-members
\$ 5	Entry fee for current COCA members
\$40	includes COCA membership 2009-10 (\$35) and member entry fee (\$5)

Check [www.cocanet.org](http://www.cocanet.org) for other membership benefits.

4. Include a Self-Addressed Stamped Envelope for return of slides/photos with Notification Form, no smaller than a #10 - letter envelope or the size of photos, with adequate postage affixed. No SASE delays notification process.
5. Mail completed entry form, slides/photos, check and SASE to: COCA - Creative Tallahassee, 816 S. ML King Jr. Blvd., Tallahassee, FL 32301. Entries postmarked after February 12, 2010 will not be reviewed or accepted.

**POSTMARK DEADLINE:  
FEBRUARY 12, 2010**