

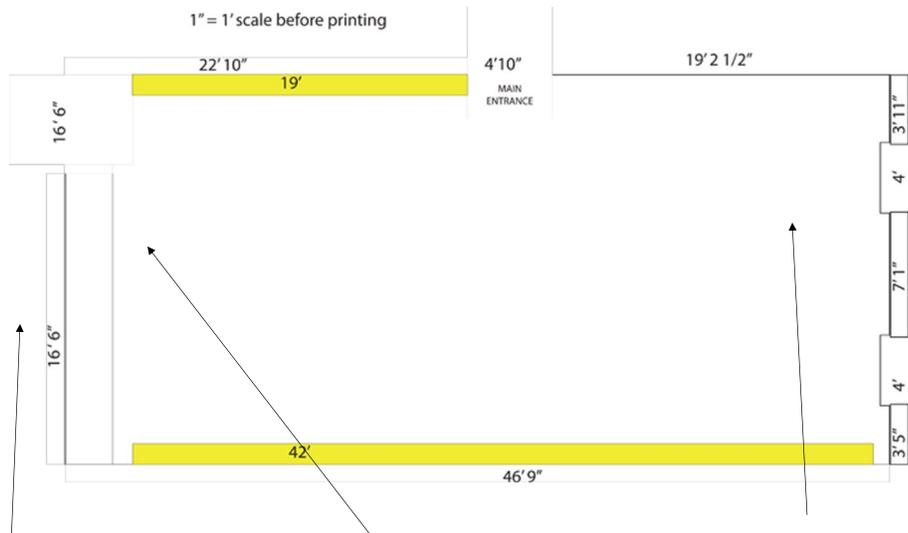
# COMMUNITY ARTS PARTNERSHIP

## ***OPEN CALL FOR 2019 EXHIBITS in the new CAP Gallery / Program Room DUE FEBRUARY 20, 2019***

Robin Schwartz, Program Director  
Community Arts Partnership, 171 E. State/MLK Jr. Street, Ithaca, NY 14850  
(After March 1st: 121 N. Tioga Street)  
607-273-5072, ext. 20 / Programs@ArtsPartner.org / www.ArtsPartner.org

### **THE CAP GALLERY IS MOVING!**

The CAP office and Gallery will be moving in March to the new Tompkins Center for History and Culture (TCHC). Check it out at [www.tompkins-center.net](http://www.tompkins-center.net) to see who else is in the building with us! The CAP office will be on the third floor and the CAP Gallery/Program Room is on the first floor.



Yellow indicates the wall space available for art in the new CAP Gallery.

Images below are taken in January – under construction!

The windows face the Commons.

Cabinets and sink



## **ABOUT THE NEW CAP GALLERY / PROGRAM ROOM**

- The CAP Gallery is accessed from the interior of the TCHC.
- The Gallery is also a shared program space/meeting room for the building tenants. At any time, there may be tables and chairs in the center of the room.
- We will know the weekday hours of the new Gallery after April 1st. The Gallery would be closed to the public when building tenants are using the room for programming, and may be closed on weekends.
- Available walls for art in the Gallery are one 19' wall, and one wall over 40' long.
- There's a hanging system with cables that support 40 pounds each, with movable hooks.
- Nails or tacks can not be used.
- There is a glass display case that will stay in the gallery, available for artist use. It is 5' long, 4' high with a display interior of 17" deep, 17" high.
- The Gallery is not staffed or monitored during open hours. There is a recording type security camera in the room.

## **AN OPPORTUNITY TO EXHIBIT**

- This open call is for 2019 monthly exhibits in the CAP Gallery.
- There will be about nine months available. This application asks artists to list which months you are and are not available.
- Exhibits can be solo or group. (See "One Contact Person" below)
- CAP will be scheduling April and May immediately. For other months, it may take until April to June to hear back. We'll keep in touch about progress.
- Local and regional artists can submit proposals.
- Work should be original and fairly recent – within the last three years.
- Call if interested in exhibiting sculpture. Space is limited and it would need to be accompanied by wall art.
- Artist is responsible for delivering and picking up art work.
- The artist is expected to be present from 4:30pm to 8:00pm on the Gallery Night associated with their exhibit. Gallery Night is the first Friday of each month. Artist is responsible for hosting a reception on Gallery Night. The offerings can be very basic (cookies and seltzer).
- Sales of art are arranged between the artist and the interested parties. Signage in the gallery will direct patrons to contact the artist directly.
- CAP will work with the artist to create signage that provides biographical information and insight into the exhibited work. CAP will make posters and provide signage for the exhibit.
- CAP does not take a commission on artist sales, but accepted artists will be asked to donate to CAP's annual fund with at least \$25 (or more!) when returning their exhibit contract.
- Artist is responsible for set up and take down of their exhibit.
- CAP staff may advise on the hanging.
- Times currently set aside for putting up exhibit are 10am to 2pm on the Wednesday prior to Gallery Night. Work pick up is the Monday prior to Gallery Night. If these times do not work, artists must be able schedule times between 10am and 5pm on week days.
- The use of the hanging system will dictate the way work is hung, i.e. not salon style.
- Exhibit cannot have sound or scent. (If audio is part of the exhibit, headphones are required.)

## **ONE CONTACT PERSON ONLY**

We welcome proposals for exhibits with multiple artists. Exhibits with more than one artist must select one person to be in charge. That one person will be responsible for compiling information from all artists and sending it to CAP in one e-mail.

## LIABILITY AND INSURANCE

- CAP accepts no liability for loss or damage of art work either while being transported to and from TCHC, packed or unpacked, or exhibited in the Gallery. The Artist understands that their work will be unsupervised and that the space has other uses. The Artist agrees to hold CAP and TCHC harmless from any damage or loss due to theft, vandalism, fire, water, wind, damage from visitors to the space or any other calamity while the work is on exhibit at the CAP Gallery.
- The Artist understands that insurance to protect their work is not carried by CAP or TCHC while the work is in the care of and on exhibit at the CAP Gallery. Any insurance carried on this work shall be paid for and carried by the Artist if the Artist so chooses. The Artist is encouraged to pack, transport, and hang artwork and use the ladder carefully.
- The Artist shall defend, indemnify and hold harmless CAP, its employees, officers, volunteers and directors from any and all claims, actions, demands or other proceedings for any actual or alleged injury to persons or damage to property arising out of any act or omission of the Artist, and adjoining premises.

## AGREEMENT

Once the proposal is accepted, artist(s) must sign a “CAP Gallery Agreement” which outlines exhibition conditions and your agreement to Gallery logistics and terms. Each artist in a group exhibit must sign the agreement. The artist will also receive “CAP Gallery Instructions” which goes into more detail about the logistics of hanging and publicizing the show.

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## PLEASE SEND THE FOLLOWING VIA E-MAIL to [programs@artspartner.org](mailto:programs@artspartner.org)

- RESUME: Include an artistic resume (not a bio).
- IMAGES: E-mail at least 5 .jpg images (and no more than 8) of existing work that will be part of your proposed exhibit.
- APPLICATION: Include the information below in a document. (.doc is preferred.)
  - ◆ **Contact Information:** Your name, address, phone, e-mail and website.
  - ◆ **Title:** Proposed title for your exhibit.
  - ◆ **Describe:** Describe your proposed exhibit: How many pieces, how will it be presented (i.e. framing, placement, unity of presentation...). Details are important. The panel will need to envision how your exhibit will look through your detailed description.
  - ◆ **Months:** List, in order of preference, the 2019 months (starting in April) that you can exhibit, and list the months you cannot exhibit. Please list as many months as possible. The more months you list, the more likely you are to be chosen. For example, if 10 artists say they can only do October, we can only pick 1.
  - ◆ **Describe any other public showings** of the work you plan to exhibit at the CAP Gallery, either in the past or the future.
  - ◆ **Image List to Accompany submitted Images:** Include Filename, Title of Piece, Date of work, Medium, Dimensions.
  - ◆ **Signature:** Include the following language, with typed “signature” and date. (signature can be typed:) “I have read, understand and agree to all the conditions and information detailed in this CAP Gallery application.”