

GUIDELINES FOR CAP ARTSPACE PROPOSALS

for a monthly exhibit from
January 2027 through March 2028

DUE: Friday, November 20, 2026, 11:59pm

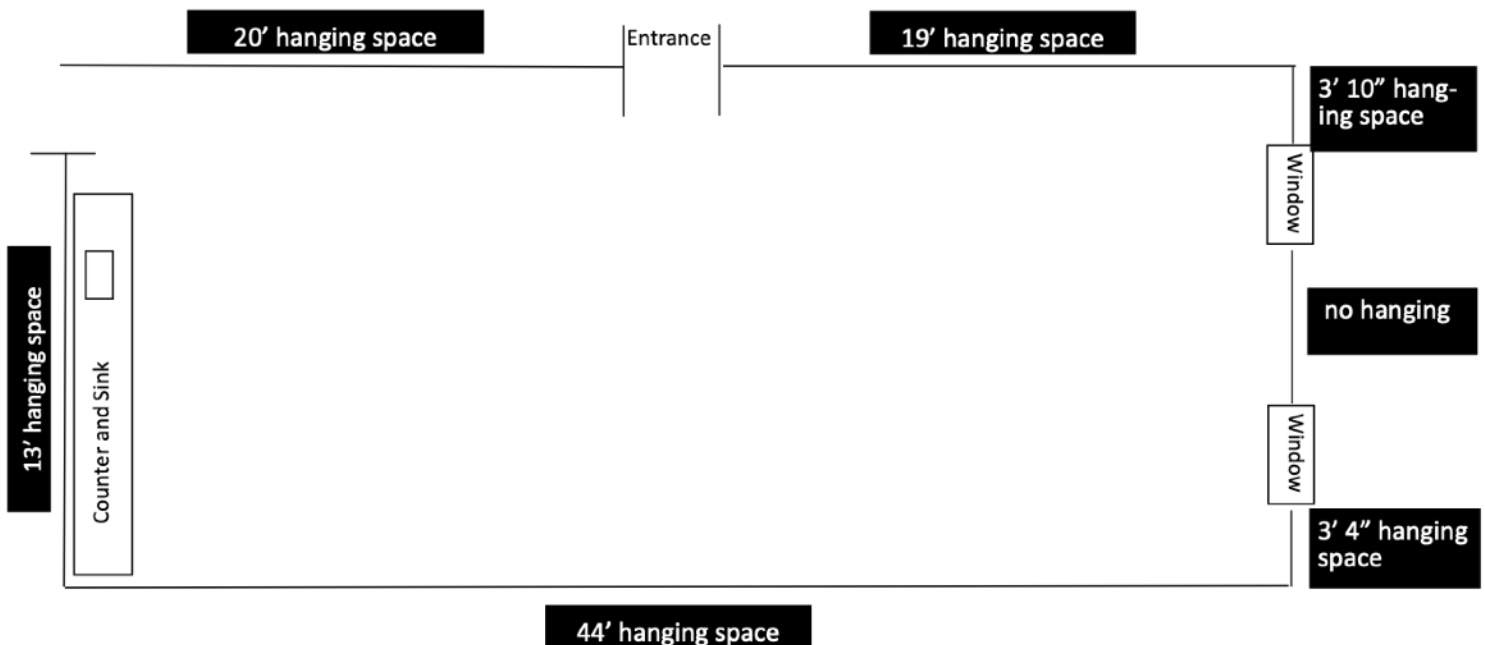
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Sample of Gallery Exhibit (Lauren Reid)



Sample of Virtual Exhibit



About the Community Arts Partnership and CAP ArtSpace

- The Community Arts Partnership administers monthly exhibits in the first floor gallery and program room, called the **CAP ArtSpace**. “CAP” is a partner and tenant in the Tompkins Center for History and Culture (TCHC), a County-owned building located at 110 N. Tioga Street on the Ithaca Commons. The first floor is home to the CAP ArtSpace, History Center, and the Downtown Visitor Center. Other not for profit organizations (including CAP) have 2nd and 3rd floor offices.
- CAP cultivates, supports and promotes the work of artists and arts organizations in Tompkins County. We do this through our four grant programs, community collaborations, and public programs such as the Spring Writes Literary Festival, the Greater Ithaca Art Trail, the CAP-a-Palooza Vintage Art Sale, the Ithaca Artist Market, the CAP ArtSpace, networking events, and professional development workshops.

Seeking Proposals

CAP is seeking applications for month-long exhibits, full or half gallery.

January 2027 through March 2028. (See monthly specifics below.)

- **The process is competitive.** There may be up to 40 requests and 11 slots.
- **There is no commission taken, and no fee charged.**
- **Staffing:** The ArtSpace room is not monitored or staffed.
- **Sales:** Sales of exhibited art are not handled by CAP and are between the artist/curator and buyers. Signage in the gallery will direct patrons to exhibitor’s contact information.

Eligibility

Tompkins County Artists or Not-For-Profits:

- **Local artists** who are year-round residents (address on driver's license), **groups** of Tompkins County artists, or **Tompkins County not-for-profits** can submit proposals for a month-long solo or group art exhibits.
- **Students of local universities** who are not long term residents may be a lower priority.
- Artists who have had a solo or 2 person show in the CAP ArtSpace must wait **5 years to apply**. (If an artist has shown in the ArtSpace on or before 2022, they can apply for 2027/2028.)

CAP ArtSpace Details

HOURS

- Mondays 10:00 to 5:00, Tuesdays 11:00 to 5:00, Wednesdays to Saturdays, 10:00 to 6:00.

WORK MUST BE APPROPRIATE TO THE SPACE

- Because of the multiple uses of the space as a program and meeting room or children’s events, artwork must be suitable to the space. This can apply to artistic subject matter, work that needs floor space, special lighting needs, or an exhibit that includes sound or video.

AVAILABLE SPACE - 2D

- There’s approximately 100 feet of hanging space. (See diagram above.)

AVAILABLE SPACE - 3D - LIMITED

- There is for 3D art in two corners (17” wide max). CAP has 3 pedestals with 17” plexi cubes.
- Sculpture that cannot be handled is not a good fit as the room is not monitored.

VIRTUAL EXHIBIT (optional)

- An online 3D exhibit version to accompany a live exhibit is an option. Example: [Lauren Reid Virtual Exhibit](#). CAP staff builds the exhibit with info and .jpgs exhibitors provide.

SOUND OR PROJECTION

- Exhibits with sound or projection are not viable but can be played at the Gallery Night reception. (QR codes have been used by exhibitors to allow visitors to hear/see from their phones.)

HANGING SPECIFICS

- **Hanging Wires must be used for 2D art:** The ArtSpace has a hanging system with moveable wires (40 available) and adjustable hooks (55 available). The hooks can support up to 30 pounds.
- **Work must have wire across the back** (not sawtooth hangers).
- **If your work is unframed**, there are creative ways to hang from the wires.
- **No nails, tacks, command strips, or vinyl**
- Work must be accompanied by **labels** with medium, price (if applicable)

IF SELECTED

- CAP Staff will arrange hanging and take down dates based on the room calendar.
- CAP staff does not hang the exhibit, but will be on hand to supervise and answer questions.

Exhibit Priorities

- We encourage proposals from artists or curators from **diverse cultures and backgrounds, ethnicities, and communities**.
- Solo or group art exhibits proposed by artists, or art exhibits planned and organized by **local organizations that encourage public dialogue, bringing in new audiences, and collective reflection** on current issues are welcome and may be given priority.

Exhibit Criteria

- A panel with CAP staff and community artists will rate the requests based on the artists' eligibility and the criteria/exhibit priorities as explained above.
- Even if a request receives a high rating, availability is a factor. Choosing as many potential months as possible and being willing to have half of the gallery will increase your chances.
- CAP staff will choose a month for your exhibit.
- Completion of all aspects of the proposal process is also a criteria.
- We hope to be able to contact applicants by December 10, 2026.

Decisions are based on the eligibility requirements above and priorities and criteria here.

- For individual artists: A **cohesive body of work** and a **clear accessible description of the proposed exhibit**.
- **Work sample presentation and the quality of the art** are considerations.
- **Availability is a factor.** The more months indicated as available, the more chance there is of being selected.
- **Proposal in which the majority of the art has already been created** may receive higher consideration.
- **Other exhibits:** If an artist has had a solo exhibit (or an exhibit with 1 or 2 other people) in Tompkins County in 2025 or 2026 and/or expects to or has scheduled a solo/small group exhibit in 2027 or 2028 (especially one in downtown Ithaca), this might be a factor in our selection process. We strive to give as many artists as possible a chance to exhibit in downtown Ithaca.

Apply for a Solo Show for the full gallery or half, or a Group Show

- **Solo Exhibit** - Individuals or a few artists can request the full space or 1/2 of the space. The application also has the option of “Prefer full but can do half.”
- **For 1/2 the Space** CAP will match the artist up with another artist. This will be treated as two separate exhibits, one on each side of the gallery. (Note: January and March of 2027 already have one of the two artists selected.)
- **Group Exhibit** - An artist/curator can request the full space for a group exhibit with three or more people. It is understood that the artist/curator may not know all their participants by the proposal due date.
 - **One Contact Person for Group Exhibits:**
Exhibits that an artist/curator organizes with three or more artists must have **one contact person and coordinator** who will be responsible for a) all communications with group artists, b) ensuring all artists fill out a google form (explained below), c) arranging and being present for drop off and pick up, and d) hanging of participating artists work.

Months Available

The proposal asks for preferred months in order of preference.

Month	Availability	Details
January 2027	Half	Half of the gallery (one long wall and two corners) is available with the other half featuring a solo exhibit by Michael Sampson .
February 2027	(not available)	(Exhibit scheduled)
March 2027	Half	Half of the gallery (one long wall and two corners) is available with the other half featuring a solo exhibit of abstracts by Don Ellis
April 2027	(not available)	(Exhibit scheduled)
May 2027	Half or Full	(We are considering curating a literary-themed exhibit, but it's not definite so this month might be available)
June 2027	Half or Full	
July 2027	Half or Full	
August 2027	Half or Full	
September 2027	(not available)	(Art Trail Group Exhibit scheduled)
October 2027	Half or Full	
November 2027	Half or Full	
December 2027	(not available)	(CAP-a-Palooza Vintage Art Sale)
January 2028	Half or Full	
February 2028	Half or Full	
March 2028	Half or Full	

Exhibit Logistics

CAP WILL:

- **Create posters & print labels** (if requested). (Artists provide the label text.)
- List exhibit on **ArtsPartner.org** and local **online media calendars**.
- Create **social media posts** for First Friday Gallery Night.
- Send exhibit info to IthacaGalleryNight.com and pay their listing fee.
- Create a **virtual exhibit** (optional) that will last for at least 6 months beyond the exhibit.

ARTIST/CURATOR RESPONSIBILITIES:

- **(Detailed information will be sent if accepted.)**
- **Provide information to CAP** for the CAP ArtSpace website page upon acceptance.
- **Fill out an online contract** agreeing to the terms below.
- **Be present at your Gallery Night First Friday opening**, from 4:45 to 8:00pm.
- **Load in, hang, and take down exhibit** on dates and times organized with CAP staff.
- **For artist/curators of group exhibits:** organize and communicate with all participants. (Artists in Group Exhibits also fill out an online form agreeing to the terms below..)
- (Optional) **Provide jpgs and information for virtual exhibit** prior to live exhibit.

Liability and Insurance Waiver

- 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 ArtSpace. The artist/curator understands that exhibited work will be unsupervised and that the space has other uses for gatherings. The artist/curator agrees to hold CAP, the County, and TCHC harmless from any damage or loss due to theft, vandalism, fire, water, damage from visitors to the space or any other calamity or accident while the work is on exhibit in TCHC or any injury the artist may sustain when in the building or hanging the exhibit.
- The artist/curator understands that insurance to protect exhibited work is not carried by CAP, the County, or TCHC while the work is in the care of and on exhibit in TCHC. Any insurance carried on this work shall be paid for and carried by the artist/curator if the artist/curator so chooses. The artist/curator is encouraged to pack, transport, and hang artwork and use the provided ladder carefully.
- The artist/curator 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/curator and adjoining premises.

To Submit a Proposal

Due: Friday, November 20, 2026, 11:59pm

1. Fill out the google form: <https://forms.gle/Lq3bps4Gc7SD9zN5A>.

2. Send a minimum five .jpg images of art to Robin at programs@artspartner.org

- **The application asks title, size, medium for the submitted art.**
- **For or solo or small group exhibits**, send images of work that will be part of your proposed exhibit.
- **For larger group exhibits**, send at least 5 representative images for participating or potentially participating artists. (Email Robin if this isn't available.)
- .jpgs can be small (they will be viewed on computer screens) but no larger than 8MB.
- Send in whatever format works for you (attachments, shared files...)