



Dear Artist:

Thank you for your interest in the Art Gallery at the Community Performing Arts Center. The attached Terms and Conditions, and Rental Fee explain the Art Gallery program and application process. Please read it carefully and make sure that you understand it fully and are willing to accept its terms.

The following items must be included in your submission packet:

1. Completed Art Gallery application form
2. 5 current images, submitted in one of the following ways:
 - On a CD, with each image identified by title, medium, and size
 - 5 hard copies, each one identified with your name, title, medium, and size
3. A self-addressed stamped envelope if you wish to have your materials returned
4. Your application package should fit in a 9x12 manila envelope. Please do not send bulky packages or elaborate binders.

If you have any questions, feel free to call the CPAC Office at (520) 399-1750 Monday through Friday from 9:00AM to 5:00PM or email us at info@cpacfoundation.org

Please send your application package to CPAC at:

COMMUNITY PERFORMING ARTS CENTER
PO BOX 1301
GREEN VALLEY, ARIZONA 85622
C/O ART GALLERY

We look forward to hearing from you!

Sincerely,

Jim Mack
Community Performing Arts Center



Art Gallery at the Community Performing Arts Center Exhibition Application Process, Terms and Conditions

Community Performing Arts Center Foundation is pleased to provide artists with access to an inspirational Art Gallery (Gallery). The purpose of the Gallery is for individuals to have an enjoyable area to visit while visiting the Community Performing Arts Center (CPAC) for classes, rehearsals, concerts, performances or during any number of Art Center rental activities. The Gallery is also a way to promote CPAC's art vision and to support the arts within greater Green Valley and Pima County.

PART A

Application Process:

To be considered as an Exhibitor, please:

1. complete the attached application form
2. provide a letter or resume
3. provide photographs of all artwork to be included in the exhibit or CD
4. provide a name, price list and size for each piece of artwork to be included in the exhibit (see application form).

Please return Application and Entry Fee of \$50 to Community Performing Arts Center Foundation. (This entry fee will be deducted from the show fee if you are scheduled.)

Applications will be reviewed by staff. If approved, the artist will be contacted, to discuss next steps.

PART B

1. Size/Location of Gallery

The Gallery consists of three display areas: 20'(L) x 14'(H). A typical exhibit will hold 30 – 40 materials for display. The Gallery is located at 1250 West Continental Road in Green Valley. If you would like to set up an appointment to view the space, please advise staff.

2. Length of Exhibit

The length of exhibit is approx. one (1) month beginning on/around the first of each month

3. Security

The Gallery is located in a visible location, but is not monitored by a security camera. CPAC Foundation is not responsible for any display materials that may be damaged or stolen during the exhibit.

4. Fees

The fee is \$400.00 or \$150 for Lobby for one (1) month plus 20% commission of each sales transaction during the exhibit.



5. Sales Transactions

CPAC's Box Office will be responsible for sales transactions of the display materials during the exhibit. Credit cards are accepted and encouraged.

6. Promotion

A brief biography and/or description of your display materials will be posted in the Gallery during the exhibit. The exhibit will also be promoted on CPAC's exterior bulletin board and on its website. Flyers will also be posted in various locations throughout the Center. The display of business cards and personal flyers is permitted within the Gallery only.

7. Working Relationships

The exhibitor should only liaise with the staff of CPAC regarding any matters that may arise before, during or after the exhibition.

8. Subject Matter

Due to the sensitivities that must be considered in a public environment, CPAC reserves the right to refuse the display of any display materials that contain obscenity, nudity, religious, mythological and/or metaphysical symbolism or pieces that may impose a threat of physical harm to patrons.

PART C

Exhibitors will be required to abide by the following Terms and Conditions in order to display works in the Gallery:

1. Contract

The exhibitor is required to sign a contract, which must be returned to CPAC no later than fourteen (14) days prior to the first day of the exhibit. Failure to do so may result in the cancellation of the exhibit.

2. Payment

To confirm your exhibit, payment balance in the amount of \$350.00 for Gallery Rental or \$100 for Lobby must be submitted Thirty (30) days prior to scheduled date of exhibit. If payment is not received within Thirty (30) days prior, exhibit will be canceled and a substitute exhibitor will be chosen. Within 15 days after the closure of the exhibit, all sales monies minus 20% commission will be issued to the exhibitor in the form of a check from the Community Performing Arts Center Foundation.

3. Insurance/Liability

The exhibitor is encouraged to maintain their own insurance while the works are on display in the Gallery. CPAC assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed. Display materials must be contained within the Art Gallery area. All items are displayed at the owner's risk. CPAC does not provide any insurance coverage for the art work. The owner(s) of displayed art work agree to defend,



indemnify and hold harmless the Community Performing Arts Center Foundation from any and all losses, claims or liability arising out of or relating directly to the use of its premises. The exhibitor shall be notified immediately if any damage is noted or if any of the works are unaccounted for during the exhibit.

4. Display/Labeling of Works

The exhibitor will hang the display materials and may request the assistance of a Gallery's Volunteer on the first day of the exhibit at a mutually agreed upon time. On average, it takes 3 hours to set up the exhibit. The exhibitor will provide a label for each piece of artwork to hang in the Gallery. Labels must be no larger than 4" x 3" and may only include the following information: the artist's name, title of the piece, medium and price.

Hangers with hooks will be provided by the Gallery and are the only hanging devices permitted to hang display materials within the Gallery. Hangers are the property of CPAC and must be returned at the end of the exhibit.

The Works will be hung at a time mutually agreed upon between staff and the exhibitor. The display materials must be removed no later than 3:00PM on the last day of the exhibit. The Gallery must be left clean and tidy. If the exhibitor fails to remove the display materials by the noted time, CPAC reserves the right to remove and store the display materials. CPAC is not responsible for any loss or damage that may occur to display materials removed from the Gallery.

5. Packaging Materials

The exhibitor will be responsible for supplying all materials required to package display materials that are sold during the exhibit. These materials can be left in the Gallery during the exhibit.

6. Promotion

To assist in the development of promotional materials, the exhibitor will supply a biography of the artist and/or description of the display materials at least Thirty (30) days prior to the exhibit. As space is limited within the Gallery, CPAC reserves the right to edit the information provided.

7. Staffing of the Gallery

The exhibitor will be responsible for staffing the Gallery at all times. We would hope you would be in the Gallery as much as you can to promote your artwork. Please check with the CPAC office for possible art classes being offer in the Gallery during the week days. Staffing during classes is prohibited. For your information, the office hours of CPAC are from 9:00 AM to 5:00 PM and the phone number is (520) 399-1750.

An application form is attached should you wish to become an exhibitor in Community Performing Art Center's Art Gallery.

We hope that we will have an opportunity to work with you in the future.



ART GALLERY APPLICATION

Name _____ Date _____

Home address _____ City _____ Zip _____

Studio address _____ City _____ Zip _____

Home phone _____ Studio phone _____

Cell phone _____

Email address _____

Website _____

Have you ever had work in CPAC's Art Gallery? _____ No _____ Yes, when? _____

Art-related education (where and when?)

Recent Exhibitions (where and when?)

Style of work _____

Size range _____

Price Range _____

Dates available for Hanging/Take Down and Openings will be discussed with staff.

Media (check all applicable):

oil acrylic watercolor pencil/charcoal mixed media paper

collage photography digital art sculpture canvas panel

other _____

CHECKLIST: Make sure the following items are included in your packet:

1. This signed application
2. 5 current images, submitted in one of the following ways:
 - On a CD, with each image identified by title, medium, and size
 - 5 hard copies, each one identified with your name, title, medium, and size
3. Self-addressed stamped envelope, if you wish us to return your materials.
4. **Please return Application and Entry Fee of \$50. (This entry fee will be deducted from the show fee if you are scheduled.)**

I have read, understand and accept the Art Gallery Terms and Conditions:

Signature _____

Date _____