



## Gallery Terms and Conditions

Submit the following items to apply for an exhibition:

- **Completed Application Form**
- **Exhibition proposal narrative** -Up to a one-page detail of the proposed exhibition including a description of the work, as well as the conceptual basis or theme of the exhibition. Consider the types of media represented and how the artworks relate to each other and to the space.
- **Current biography and artist statement**
- **Images and itemized list of artistic work** - Submit 10 images of work to be exhibited or representations of work relevant to the exhibition. Digital images should be submitted via email to [CCACGalleries@CapeCoral.gov](mailto:CCACGalleries@CapeCoral.gov) using Box or Dropbox in JPEG or PNG format.

The Cape Coral Art Center Gallery Committee will review all proposals and select exhibitions based off the following criteria:

- Originality
- Quality
- Cohesiveness
- Distinct artistic point of view.
- Challenging, interesting, and inspiring dialog.
- Completed applications receive preference.
- Must not have been previously exhibited at CCAC.

### Equipment Available:

Depending on availability and condition, a wide variety of standard gallery equipment is available to exhibitors within the Cape Coral Art Center, including:

- Pedestals and glass covers (inquire for numbers available)
- Electrical outlets
- Track lighting system (4000-4100K temperature)
- Hanging hardware
- Hurricane-rated doors and windows
- 24/7 security cameras with motion detection
- Alarmed security system monitored by City of Cape Coral Police Department

### City Hall Lobby

- Two-dimensional artwork only
- Open to the public during City Hall hours of business

*Applications are reviewed once a year in January. After the application and materials have been reviewed, the applicant will be contacted with a decision. Upon acceptance, a signed contract will be completed. A copy of the blank contract is attached for you to review.*

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### Cape Coral Art Center

4533 Coronado Parkway Cape Coral, FL 33904  
239-574-0802 · [ArtCenter@capecoral.gov](mailto:ArtCenter@capecoral.gov)



## Gallery Exhibition Application

Artist Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Social media: \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_  
Proposed title of exhibition: \_\_\_\_\_

Will you be available to attend the reception if given an exhibition? Exhibitions are held on the second Friday of the month from 5pm-7pm. Please circle one.                      YES      NO      UNSURE

Brief description of medium used in works (e.g., bronze sculpture, oils, acrylic, mixed-media, digital photography, etc.):

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Requested Gallery space (please check one):

\_\_\_\_\_ Main Gallery, building 1                      \_\_\_\_\_ Side Gallery, building 2  
\_\_\_\_\_ Miniature Gallery, outside building 2                      \_\_\_\_\_ City Hall Lobby

Please include the following along with this application. Please send via Word or in the body of an email:

- **Exhibition proposal narrative.** Detailed proposal for an exhibition including a description of the work, as well as the conceptual basis or theme of the exhibition. Consider the types of media represented and how the artworks relate to each other and to the space.
- **Current biography and artist statement.**
- **Images and itemized list of artistic work.** (See attached) Submit 10 high-definition digital images of work to be exhibited, or representations of work relevant to the exhibition. Digital images should be submitted via email to [CCACGalleries@CapeCoral.gov](mailto:CCACGalleries@CapeCoral.gov) in JPEG or PNG format.

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



Artwork Itemized List

Artist Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Artistic work images and itemized list.** Submit 10 images of work to be exhibited, or representations of work relevant to the exhibition. High-definition digital images should be submitted via email to [CCACGalleries@CapeCoral.gov](mailto:CCACGalleries@CapeCoral.gov) in JPEG or PNG format.

- Have each image showing only one work. However, up to two images submitted may be installation shots of exhibitions.
- Width or height approximately 1000 pixels.
- Maximum individual file size of 1.5 MB
- Files should be saved with coordinating number then title each digital image (e.g. 01.title.jpg)
- Make sure the number and title correspond to your image list.
- Itemized list (below) including image number, title, date, medium, dimensions, price (if offered).

Number	Title	Date	Medium	Dimensions	Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					