



Tippecanoe Arts Federation (TAF) Gallery Application Guidelines • Exhibitions in 2015 •

TAF is now accepting applications for visual art exhibitions in the Wells Community Cultural Center for Calendar Year 2015.

Deadline for receipt of applications to the TAF office is Tuesday, November 12, 2013, 5:00pm
Applications are now submitted online. See "Entry Information" for details.

TAF owns and is housed within the Wells Building located at 638 North Street in downtown Lafayette, Indiana. The Wells Building is a multi-use cultural facility providing area artists and arts organizations with exhibition, performance, rehearsal, meeting, and storage space. The purpose of the TAF Galleries is to provide opportunities for artists from Tippecanoe and surrounding counties to display their original artwork.

Three spaces are available for visual arts exhibitions:

East Gallery	1,125 sq. ft. (99.25 total lineal ft.)
West Gallery	667 sq. ft. (59.92 total lineal ft)
Northwest Gallery	446 sq. ft. (39 total lineal ft)

Eligibility

All artists, art groups, arts organizations, and schools from the following list of counties are eligible to apply for use of the gallery space. (See judging criteria for additional details on the selection process.)

Artists must be 18 years of age or older to apply.

- Benton
- Carroll
- Cass
- Clinton
- Fountain
- Howard
- Jasper
- Montgomery
- Newton
- Pulaski
- Tippecanoe
- Tipton
- Warren
- White

Eligibility – Artwork

1. All subject matter should be appropriate for a public, multi-use venue.
2. All artwork is to be original in content and/or presentation.
3. Artwork is to be framed, mounted and displayed in a professional manner (exception: annual youth art exhibition).
4. Gallery spaces are open for 2-dimensional and 3-dimensional artwork (contact TAF for special exceptions). Size is limited by entrance doors (4'11 wide x 6'10" high-North Street entrance) and wall space (7' high). In the East Gallery, 3-D pieces may only be displayed along the room's perimeter to accommodate special events. Nails or screws cannot be used in a 7-foot section of the South wall in the Northwest Gallery. Other hanging methods are available.
5. In an effort to bring new artwork into the galleries, artwork must not have been shown in any of TAF's galleries in the 12 months prior to a show, including individual, group, or arts organization exhibitions. Previously shown work will not be accepted for display and removed immediately.
6. Preference for exhibition space is given to TAF member organizations as specified in the Page 2 Judging Criteria detail.
7. TAF is an equal opportunity organization. Selection of exhibit applications will be made with without consideration of race, color, sex, age, marital status, national origin, ancestry, disability, religious beliefs, or sexual orientation.
8. Exhibition artwork must be original artwork by the submitting artist or artists.

2015 Exhibition Dates:

Jan 9 – Feb 13 May 15 – June 19 June 26 – July 31
Aug 7 - Sept 11 Sept 18 - Oct 23 Oct 30 – Dec 4

All exhibitions have a group opening reception. Receptions are scheduled to coincide with the downtown's "Third Fridays" to increase promotion and attendance by a broad audience.

ENTRY INFORMATION

1. **Application Deadline:** All application materials must be received by the TAF office by **Tuesday, November 12, 2013 by 5:00pm.**

2. **To apply, use the online application form located here:**
<http://www.tippecanoearts.org/exhibits.html>
IMPORTANT NOTE: The form does not save. Consider authoring the narrative section offline and then cutting and pasting it into the online form when ready.

3. **Digital Images**
 - a. **By the deadline,** submit 5 to 10 digital images representative of the **quality** of work to be displayed. Images should be in jpeg format and submitted via CD disk or email.
 - i. Maximum resolution of 300ppi.
 - ii. Image size should be as large as possible, but have a WIDTH no > 10" or HEIGHT no > 7.5"

 - b. Emailed images must be submitted as individual file attachments (not in email body or link to website). Email images to taf@tippecanoearts.org with the subject line: **"Galleries 2014: Your Name Images"**

 - c. Mail or drop off a CD of your work to: *TAF Exhibitions, 638 North Street, Lafayette, IN 47901*

4. Artists will be notified of exhibit acceptance or non-acceptance in December, 2013

The TAF Exhibitions Selection Panel

The TAF Exhibitions Selection Panel will judge all applications and select exhibitions. The Panel is comprised of up to 5 individuals chosen for their knowledge of the arts and representing: local business, Purdue University, community residents, residents living outside of Tippecanoe County, and/or local high school.

Judging Criteria

- **Originality of Artwork:** All work is original in concept and /or presentation.
- **Professionalism of Proposal:** All requested materials and documents are complete and address the questions appropriately
- **Artistic Impression:** Strength of the artworks is shown based on technique, concept of work, execution, and application of artistic abilities
- **Appropriateness:** The exhibition is suitable for a multi-use space and a broad community audience.

NOTES:

- An applicant can score a maximum of 20 and a minimum of 5 per juror.
- Scores are added from all jurors and averaged to determine the final score.
- Each application is juried individually and not as a comparison of the other applications.

- During the judging process, in the event two or more applications are ranked similarly, then selection will be based on the following order:
TAF Member Organization(s), Artist applying for one show (rather than an artist applying for a 2nd or 3rd show in the same year), New Artist(s), Diversity of work,

Liability

Although the greatest of care and respect will be given to all works exhibited in the Wells Galleries, TAF is NOT responsible for any loss or damage to the application materials or to the accepted works submitted. Exhibitors are responsible for all insurance / liability for artwork exhibited.

Gallery Fee

Accepted exhibitors will pay the following gallery fee per exhibition:

East Gallery	\$75
West Gallery	\$65
Northwest Gallery	\$60

Sales

All sales transactions must be handled by a TAF staff member and made payable to TAF. All sales from the exhibition are subject to a 20% commission to be retained by TAF. Sales tax will be charged to the buyer upon purchase. All artwork should remain in the exhibition until the closing date. Artwork is considered sold when TAF receives 100% of the payment. Refunds will not be given to purchaser.

If artwork is sold during an arts organization or group exhibition, a check will be made out to and sent directly to the arts organization or primary contact. It is the organization’s responsibility to distribute monies to respective individual artists as appropriate.

Responsibilities of Exhibitors

1. The Artist or group show representative (ARTIST) must attend the Exhibitor’s Meeting scheduled by TAF to facilitate coordination of publicity and the opening reception. If the ARTIST is unavailable, he/she must contact the TAF staff immediately so another date and time can be set.
2. The ARTIST is responsible for the installation and removal of his/her exhibit including providing display hardware. Nails or screws cannot be used in a 7-foot section of the wall in the Northwest Gallery.
3. All work must remain on display during the published exhibition dates.
4. ARTIST must supply and install all labels for art pieces, sticky tack to hang nametags, and an artist’s statement no later than the Opening Reception.
5. If the ARTIST creates their own exhibition announcement card, the TAF and Indiana Arts Commission (IAC) logos must be included. TAF will print and disseminate an announcement card highlighting all three exhibitors. TAF will also disseminate a press release, but strongly encourages ARTIST to send a press release as well.
6. All three exhibitors are responsible for all cost associated with the opening reception, i.e., food, paper products, live music, etc. These tasks and costs may be divided among all the artists with coinciding exhibits at the Exhibitor’s Meeting.

**If you have any questions, please contact the TAF office by phone at 765/423-ARTS (2787), 1-800-721-2787 or by e-mail at taf@tippecanoearts.org
 Thank you!**