



Art Gallery Exhibition Proposal Fairfield Community Arts Center

Our Mission

The mission of Fairfield Parks and Recreation is to enrich the quality of life for the citizens of the community, sustain the City's natural resources and environment, and provide broad based leisure activities, cultural opportunities, facilities and services for all ages. The Fairfield Community Arts Center's mission is to provide a venue that enhances the cultural and recreational opportunities of the community and stimulates the inherent creativity of every individual.

Entry Information

If you would like your artwork to be considered for display in the FCAC Art Gallery, please read the following information carefully and complete the enclosed application form. So that we have time to prepare for an exhibit, we ask that the completed application be submitted to the Cultural Arts Advisory Commission at least (12) weeks prior to the desired exhibit opening date. The FCAC reserves the right of determining the final exhibition schedule.

How many works of art can be submitted?

An individual artist can submit a proposal for approximately 25 pieces of artwork, space permitting. For group shows, the proposal submission will vary depending on the number of artists to be exhibited. The FCAC reserves the right to eliminate pieces to allow for the maximum number of exhibitors in the space available.

What type of art can be submitted?

All media are accepted, within the display capacity of the gallery. The FCAC reserves the right to decline art that cannot be conveniently displayed.

All artwork presented for exhibition in the Art Gallery is selected by the Cultural Arts Advisory Commission. Based on the following criteria, as well as the Parks Department's mission statement, all exhibitions are designed to be aesthetically accessible to the general public. While the CAAC encourages gallery exhibitors to explore their creative and expressive range, exhibitors must understand that an exhibition is subject to, and must be in full compliance with, City of Fairfield goals and objectives.

The major criteria used in this selection process are as follows:

- The work should be recognizable as a work of art by the average patron or citizen
- The work should be engaging and of interest to the average patron or citizen
- Artwork that celebrates life and living is given priority over work that may be more abstract, controversial, or challenging to the viewer.



Application Form

Exhibitor's Name _____

Address _____

City/State/Zip _____

Email Address _____

Best Phone Number _____

Website _____

Exhibition Title _____

1. On a separate sheet, please provide no more than a one-page, double-spaced, proposal to include the following information.

- a. Explanation or Scope of Exhibition (known as artist statement)
- b. Description of Approach and Artistic Medium

2. We are currently accepting proposals for open slots in **FY2021**. Finale dates for 2021 are tentatively set, and exhibits typically show for five to six weeks, depending on the time slot.

FY 2021

_____ Jan 9-Feb 13 _____ Feb 27-Apr 10 _____ Jun 19-July 31

3. Approximate number of pieces to be submitted _____

Suggest **NO MORE** than 25, depending on sizes.
West Wall (curved) is approximately 32-feet long
East Wall (straight) is approximately 48-feet long
West Alcove wall is approximately 4-feet long

** The City retains a 10% Commission on all artwork sold over the course of the exhibit. Pieces that are sold can be collected by the purchaser after the show closes.

Checklist of supporting materials
Please enclose the following information:

___ Exhibition proposal

___ At least 4 digital photos of artwork on USB flash drive labeled with the artist's full name, title of the work, the work's size, and medium. PowerPoint preferred.

OR

___ Artist portfolio with photographic examples of representative work

OR

___ URL of website to view works

WITH

___ Artist biography

___ SASE for return of materials

optional

___ Reviews and/or articles associated with previous artist's exhibitions and/or the artist

Signature of the Artist or exhibition proposer

Proposals are reviewed by the Cultural Arts Advisory Commission. The CAAC meets the 3rd Tuesday of each month.

Please return proposal to:

Lucinda Lewellyn, Fairfield Parks & Recreation Department
411 Wessel Drive
Fairfield, OH 45014
llewellyn@fairfieldoh.gov



SAMPLE EXHIBITION CHECKLIST

Name of Exhibit _____

Address Fairfield Community Arts Center
411 Wessel Drive
Fairfield, OH 45014

FCAC Contact Info:

Contact: Lucinda Lewellyn, Events & Programming Superintendent
Phone 513-867-5348 Main
Fax 513-867-6070
E-Mail llewellyn@fairfieldoh.gov

Exhibitor Contact Info:

Contact: _____

Contact 2: _____

Exhibition Dates **From:** ____ / ____ / ____ **To:** ____ / ____ / ____ Open to public
Hanging Dates _____ **From - To:** _____ 8:30 - 3pm
Teardown Dates _____ **From - To:** _____ 8:30 - 3pm
Days/hours open Mon-Fri: 8:00am - 9:00pm, Sat: 9:00am - 1:00pm, Closed Sundays

Bin/unframed work Allowed - artist must supply bin and complete inventory
3D Art Yes - FCAC has two large, covered, display cases: 36"w x 24"d x 24"h
Not for Sale work Yes
Commission City keeps 10% of listed price
Sale arrangements Sales handled through FCAC - Check for 90% sent to artist at end of show
Number of entries Maximum approx. 25 - Can be double hung. Artist may arrange. FCAC installs.

Reception Date Friday night 6-8PM before opening Saturday, in lobby and gallery
FCAC will provide FREE hors d'oeuvres and non-alcoholic drinks.
A cash bar will be provided for wine and bottled beer.
Reception starts at 6PM.

Publicity Listed on City website and in Fairfield Flyer

Other issues FCAC will need full inventory with complete information to create tags