

## **Guidelines for Art Submission**

Talent City Hall Gallery  
110 E. Main St. Talent, OR 97540

**Please read this carefully, in its entirety.**

**Eligibility Requirements:** *All applications must be submitted on-line. No exceptions.*

Only original artwork (no reproductions), professional looking, framed, wired only (NO sawtooth hangers or hooks please), and **ready to hang at time of application submission** will be accepted. Work judged not properly prepared for installation may be rejected without notice at the behest of the Talent Public Arts Committee.

All artwork must remain on-site for the exhibit dates listed. Early removal of work may disqualify artists from future showings.

**Artists are responsible for pick up of their work on the Tuesday/Wednesday after the last day of the show, by 5pm.** Due to limited secure storage space, there can be no exceptions. If you cannot pick up the work yourself, please find a friend to do it for you and notify City Hall WHO this person is so we don't give your work to an unauthorized party.

**Notice of Acceptance:**

Artists will be notified via e-mail following full committee and city council review and approval. **Approved artwork will need to be dropped off at the City Hall front desk within 2 working days of notice of acceptance** in order for the installation to be completed on schedule. Due to tight scheduling, we ask that all art be ready to hang at the time of submitting!

**Gallery Commissions:**

A 10% service commission will be paid to TPAC for work sold during this display, and for 30 days thereafter. This commission is intended to help fund and support TPAC's volunteer efforts to get local artists' work shown and purchased. This is done on an honor system, and your support is greatly appreciated.

Checks can be made out to *City of Talent* with *TPAC donation* in the notes area. Please let the desk clerk know what this is for so it goes to our account.

Again, even if sold, all artwork must remain on-site for the exhibit dates listed. Early removal may disqualify artists from future showings.

**Submitting your application for review:** for the following form you will need:

A total of three (3) pieces may be submitted for review. One (1) main photo showing the full piece, and two (2) detail photos showing partial close-ups. Therefore, a total of nine (9) images will be accepted for review.

All images must be submitted in JPEG format, at no larger than 600 x 800 pixels, 300 dpi resolution. Please submit only high quality, color accurate images for review, no snap shots accepted. No non-digital submissions accepted.

An image list and Artist Statement are also required. Incomplete applications will be rejected.

**See checklist below**

## APPLICATION CHECK LIST:

1. **Contact info:** Your name, full address, email address, and phone number- we need ALL of these please, not just one or the other.
2. Your 1-9 images, **with their file names matching their title!**
3. **Your image list with:** Title, date created, dimensions in inches, medium, and sale price.
4. **AN ARTIST STATEMENT!** This doesn't need to be long and windy- just a brief statement or bio telling folks about you and/or your work. Please include the email or phone number you want folks to contact you by for sale of your work. Not more than 1000 characters total please.

**The application is on the following page- please follow directions carefully!**

Questions regarding this or other activities of the TPAC may be e-mailed to:

[TPAC@cityoftalent.org](mailto:TPAC@cityoftalent.org) with TPAC in the subject line of your e-mail. Or call Ron Hodgdon at 541-890-8822.

***Help bring the arts to Talent: To become involved with the Talent Public Arts program or to make a donation to help fund future projects, send us a letter of interest or e-mail us and we will contact you in person with more information. We are currently looking for new Secretary and Marketing members. Thank you for your interest and support!***

**Copy and paste this application section into an email, then fill out and email to [TPAC@cityoftalent.org](mailto:TPAC@cityoftalent.org). Your submission is also our assurance you have read and followed the above guidelines. Make sure you've read them! Thanks.**

**“Call to Artists” Application**

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***Please fill in form completely. No incomplete applications will be accepted.***

**Exhibition Theme/Title you are applying for and current date:**

**Artist Contact Information:**

Name:  
Full physical Address:  
Primary E-mail:  
Primary Phone#:

**Image List:**

Name of Artist:  
Title:  
Date created:  
Dimensions:  
Medium:  
Sale Price:

Name of Artist:  
Title:  
Date created:  
Dimensions:  
Medium:  
Sale Price:

Name of Artist:  
Title:  
Date created:  
Dimensions:  
Medium:  
Sale Price:

**Artist Statement:**