

# Tointon Gallery

## for the Visual Arts

### **Tointon Gallery for the Visual Arts**

#### **ART GALLERY POLICIES -- UNION COLONY CIVIC CENTER**

#### **STATEMENT OF PURPOSE**

The Tointon Gallery for the Visual Arts provides opportunities to experience and understand the visual arts and to enhance the quality of life in the community and the surrounding region. Such programs should address traditional and contemporary artistic issues of local, regional, national, and international significance.

#### **GOALS**

The goals of the gallery are to:

- provide space for local and regional artists to show their work;
- exhibit quality works of historical and contemporary art, artifacts, and related objects/events;
- provide the opportunity for dialogue among artists and audiences;
- promote, inform, and facilitate (when appropriate and to the extent possible) visual arts projects and activities which are significant to the community.

#### **VISUAL ARTS COMMITTEE**

A Visual Arts Committee serves to advise and assist with the fulfillment of the gallery's purpose and goals. This committee should consist of members representing various visual arts, educational and other community constituencies.

#### **GALLERY POLICIES**

Exhibits are selected (or curated) and scheduled by the Culture and Public Art staff, subject to the advisement of the Visual Arts Committee. Arts and education organizations, community cultural organizations, and members of the community are invited to submit suggestions for exhibitions. Artists may propose exhibitions of their work in accordance with established procedures available from the Public Art office. Suggested and proposed exhibitions are also reviewed by the Visual Arts Committee.

Scheduled exhibits will be contracted with the artist or the organization. The laws of the State of Colorado shall be applied in the execution, interpretation, and enforcement of this contract.

The Tointon Gallery (administration and advisors) reserves the right to reject any work of art.

Exhibited works or objects may be indicated as being for sale. The procedures for selling are subject to the approval of the Visual Arts Committee. Should the gallery be requested to act in the artist's or organization's stead as the agent for sales, a 30% commission will be retained.

The Tointon Gallery will publicize the exhibition in a manner appropriate to the event. Additional publicity undertaken by an artist(s) or organization must conform to the publicity and publication policies and procedures of the division of Cultural Affairs and any pertinent addenda of the Visual Arts Committee.

Exhibitions will be insured by the City of Greeley. The City of Greeley is self-insured. Insurance will cover the contents of the gallery for the duration of the exhibition and during the hanging and the striking of an exhibit. An itemized artwork and supply inventory must be present before installation ensues. Insurance of each artwork is subject to the sale price listed less the 30% commission.

Exhibitors are required to provide a complete inventory of items to be shown. The inventory list is to be submitted no later than the date of delivery in order to allow for insurance coverage. The inventory list should include each item in a numerical order. Each item should be titled (indicate untitled if applicable), described by media/mediums with dimensions given in inches. The value of each piece is to be included for insurance and/or sales purposes. In the event of an insurance claim, the worth of the art must be proven by the artist. When a claim is paid by the City of Greeley, the art becomes the property of the City of Greeley.

Exhibitors are responsible for transporting their art to and from the gallery. Exhibitors will unpack art upon delivery and repack upon pick-up. Storage space is limited and must be requested 30 days in advance for artwork early drop off or late pickup. All wrapping and boxes used to transport artwork shall be removed from the gallery at the time artwork is delivered. At the end of the agreed pick up time, it will be the prerogative of the Cultural Affairs staff to determine the proper disposition of those unclaimed materials or items in storage. The furnishings, tools, materials, and work space necessary for routine on-site preparation and hanging of the exhibit will be provided by the Tointon Gallery. In the event that unusual, highly specialized, or object-specific needs are required to display artwork, a request 30 days prior to the artwork delivery date is required and these needs and their provisions will be the responsibility of the artist or organization unless other arrangements have been agreed upon as a contractual addendum.

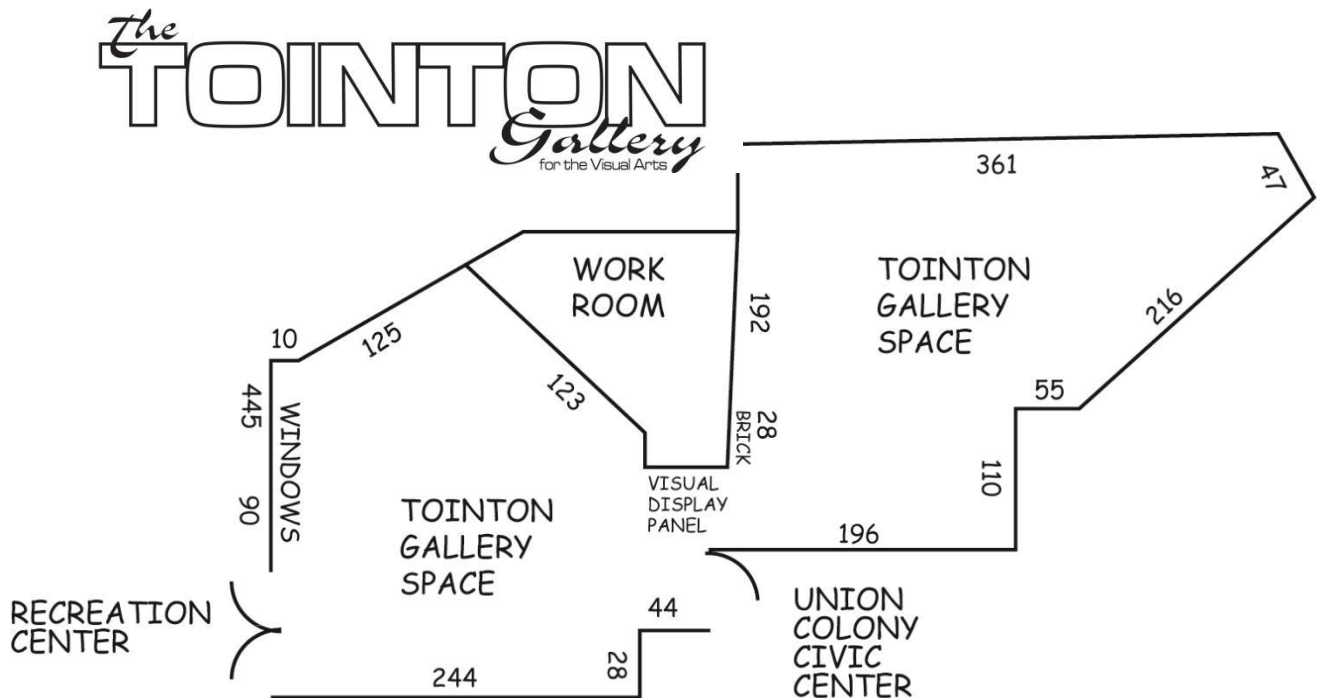
The rental of exhibits curated by galleries, museums, institutions, or organizations other than the Tointon Gallery shall be contingent upon the contractual arrangements of the renting agency/vendor. Any of the previously stated policies will apply only as they pertain to that agreement.

Financial commitments of the Tointon Gallery are contingent upon funds being budgeted, appropriated, or otherwise made available.

Last Revised October 2018

***If the terms and conditions of this policy meet with your approval and you would like your artwork to be considered for exhibition in the Tointon Gallery, please print and complete the Gallery Proposal.***

**Total wall space for display: 1,887.75 Sq. Ft.  
Total floor space: 1,016 Sq. Ft.**



## Gallery Proposal for the 2019-2020 Seasons

The Tointon Gallery selection committee is looking for a variety of work to exhibit in the Tointon that address concepts that are innovative and thought provoking as well as traditional styles. Several artists may submit one form as a group show. Artists and works that have been shown in the Gallery's recent past will not be considered.

If accepted, artists will be notified by email.

|                                    |  |
|------------------------------------|--|
| <b>Artist Name(s):</b>             |  |
| <b>Contact Person:</b>             |  |
| <b>Mailing Address:</b>            |  |
| <b>City, State, Zip:</b>           |  |
| <b>Email Address:</b>              |  |
| <b>Phone Number:</b>               |  |
| <b>Preferred Month to Exhibit:</b> |  |

Please describe the exhibit you are proposing for the gallery

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|--|--|
| <b>Briefly describe the proposed exhibit:</b>                                |  |
| <b>Art Medium(s):</b>  |  |
| <b>Approximate number &amp; average size of pieces (in inches) proposed:</b> |  |
| <b>Any additional information:</b>   |  |

**You must include all of the following:**

- **High resolution images of artwork saved as .jpg (5-10)**
- **Artist Statement**
- **Prior Exhibitions Listed**

**Please submit your Exhibit Application to:**  
[kari.tamblyn@greeleygov.com](mailto:kari.tamblyn@greeleygov.com)

**Or:**  
 Public Art  
 City of Greeley  
 651 10<sup>th</sup> Ave  
 Greeley, CO 80631

**For further questions:**  
 Kim Snyder at  
 970-350-9450