



CAPE COMMUNITY GALLERY GUIDELINES AND POLICIES

The Cape Community Gallery aims to host exhibitions that offer a great variety of media, topics and artists that will educate, inform or entertain the community.

GENERAL GUIDELINES

- By signing the Gallery Application, the exhibitor understands and accepts all guidelines and responsibilities listed in this document.
- In presenting exhibits, CECS does not imply endorsement of the opinions or viewpoints of the artist(s). CECS endeavors to present a broad spectrum of opinions and varieties of viewpoints.

SELECTION

- All interested artists are strongly encouraged to make a site visit prior to submitting a proposal. Artists are able to use part or all of the gallery space available. Please note, if an artist is only using part of the space, another artist's work may be displayed elsewhere in the Gallery.
- Any interested party in utilizing the Gallery must submit an application to the CECS Director. Applications are available at CECS and on the CECS website.
- Given the public viewing of the Gallery, the subject matter of any show must be appropriate for children as well as adults, therefore explicit images are not permitted. The Director reserves the right to reject or remove any material(s) that seem incongruent with the public nature of the Gallery. In the event that the Director rejects or removes any material(s) for exhibit, that decision is final.

APPLICATION PROCESS

To be considered for an exhibit in the Cape Community Gallery, please complete and submit our application to CECS Director. Once submitted, the Director will contact you for any additional information and to confirm your exhibition. Applications are accepted throughout the year, with priority given to Cape residents.

- Applications are accepted any time of year. Exhibits are scheduled on a "first come, first serve" basis.
- Exhibits run three times a year:
 - **Winter (January-April)**
 - **Spring/Summer (May-August)**
 - **Fall (September-December)**

EXHIBIT SPACE

The Cape Community Gallery is located on the 2nd floor of the Community Center. Three wall sections are equipped with a hanging system for wall art. Please be aware that the display area is considered a high traffic area of the Community Center.

Measurements:

Wall Display Area 1: Approximately 13' by 5'

Wall Display Area 2: Approximately 13' by 5'

Wall Display Area 3: Approximately 13' by 5'

HANGING YOUR EXHIBIT

- CECS provides a cable hanging system for the three walls. CECS will supply the hanging wires and tools for hanging any artwork, however, will not supply labor. Use of any other hanging methods such as nails, brads, tacks, tape or adhesives are prohibited. Title cards can be placed on the wall using provided putty.
- No works will be hung that require structural changes or could potentially cause damage to the wall.
- Exhibits can be hung on the first day of the month for your designated season. It is the responsibility of the Exhibitor to install, maintain, and dismantle any exhibits at times coordinated with the CECS Director or designated CECS Staff Member. CECS has extra cables, wall putty and ladder.

DUTY OF CARE

- The Community Gallery will exercise the same care in respect to the artwork as it does in the safekeeping of comparable property of its own. The artwork shall remain in the possession of the Community Gallery for the time specified for this agreement and shall not be removed by the artist or any agent of the artist prior to the official closing date of the exhibition without permission by the Director.
- The Community Gallery reserves the right to withdraw the artwork from the exhibition at their discretion.

LIABILITY

- CECS assumes no liability for art. Artists must sign a release form freeing CECS from liability for damage or theft of art.

RIGHTS TO THE ARTWORK

- Upon acceptance and installation of the artwork, CECS retains the rights to photograph the artwork for promotional purposes.

PUBLICITY

Publicizing the event to the community through signage, press releases, print and/or electronic messages, mailings, or other means is the responsibility of the artist. CECS will post promotional materials regarding the exhibit:

- Within the CECS building.
- On the CECS website and social media (Facebook).
- Will be submitted with other CECS events to the Cape Courier. *Please note: CECS cannot guarantee submissions to the Cape Courier will be printed.*

SALE OF ART

- The Exhibitor may sell items in the exhibit. The labels, or gallery information provided in a binder, for works that have been purchased may be marked with a small dot or other symbol at the discretion of the exhibitor to indicate that the work is no longer available for sale.
- CECS does not participate in the sale of any item on display in the Community Gallery, nor will it seek any commissions or payment for the sale. The Exhibitor is solely responsible for any sales transactions.

TAKING DOWN AN EXHIBIT

- Exhibits need to be removed by the end of your designated seasonal display date. Please coordinate a time with CECS to take down an exhibit.

APPLICATION TO EXHIBIT LINK

To apply, please complete the following application form:

[Cape Community Gallery Application Form](#)