



Exhibition Policies Terrace Art Association

The Terrace Art Association (TAA) mission statement is: *To enrich local and regional culture by providing continuous exposure to the visual arts and encouraging community involvement through outreach, education and service.*

The Terrace Art Gallery Exhibition Program supports this mission by:

- Providing a diversity of themes and media in the exhibitions presented
- Attracting a wide range of different audiences
- Encouraging both experienced and emerging artists to exhibit their work
- Providing display opportunities for children and youth at the Annual Youth Art Show in May
- Coordinating the TAA Annual Members Show in summer
- Delivering exhibitions on schedule and within budget

Exhibition Policies

General

- The Curatorial Committee and the Gallery Coordinator reserve the right to refuse exhibitions or artwork.
- A Curatorial Committee composed of 3 TAA Members manages the exhibition program.
- The Curatorial Committee reports regularly to the TAA Board of Directors.
- Applying artists are required to complete a formal submission to the Curatorial Committee.
- Current membership in the TAA is a prerequisite for all exhibiting artists; membership is not required where an exhibition is solicited by the TAA.
- The Curatorial Committee works closely with the Gallery Coordinator to select and produce exhibitions.
- The Gallery Coordinator works directly with the artist after an Exhibition Contract is signed.

Selection and scheduling

- The Curatorial Committee meets in June and December each year to select and schedule exhibitions.
- Individual artists will only be able to have a solo or small group (2-4 artists) exhibition once every two years.
- Large groups or guilds will only be able to exhibit once every two years.
- All exhibitions must contain new work (i.e. not previously shown in the Terrace Art Gallery).
- The amount of work included in the proposal must be appropriate for the exhibition space.
- Exhibitions will not be scheduled more than two years in advance.
- Exhibitions with potential safety concerns or obvious issues regarding subject matter will not be scheduled.
- Exhibition scheduling will reflect a diversity of subjects and media.
- The Curatorial Committee will draft an Exhibition Calendar and discuss the scheduling with the Gallery Coordinator.
- The Exhibition Calendar will be confirmed when signed Exhibition Contracts are in place.

Exhibition Contract

- The Curatorial Committee selections will be confirmed in writing.
- The artist(s) will receive 1) written confirmation of selection, 2) an Exhibition Contract and 3) a draft Exhibition Calendar.

- The Exhibition Contract will specify dates for 1) return of a signed contract, 2) inventory list and publicity information, 3) delivery and setup, 4) opening reception, and 5) closing and takedown.
- The Exhibition Contract requires two sets of signatures: 1) the artist and 2) the Curatorial Committee.
- Each artist exhibiting in a group or guild exhibition must sign a copy of the Exhibition Contract.
- Once the Exhibition Contract is signed, the Gallery Coordinator will then work directly with the artist.
- One artist in a large group or guild exhibition will act as the primary contact with the Gallery Coordinator in producing the exhibition.

Inventory List and Publicity

- The Gallery Coordinator will be in charge of publicity for all exhibitions and work directly with the artist(s).
- The Gallery Coordinator will receive the artist(s) inventory list and publicity information by the deadline specified in the contract: no later than 6 weeks before the exhibition opens.
- The Gallery Coordinator will inform the Curatorial Committee if an artist fails to meet the deadline.
- The Curatorial Committee reserves the right to cancel the exhibition if the contract date for the inventory list and publicity is not met.

Delivery and Setup

- The Gallery Coordinator will work with the artist(s) for delivery and be available to assist with set-up.
- Delivery and setup must be completed by the date specified in the contract: no later than 1 full day before the exhibition opens.
- Should the set-up date not be met, the Gallery Coordinator reserves the right to cancel the exhibition.
- In the event of a cancellation, the Gallery Coordinator will inform the TAA Board of Directors immediately and prepare a written rationale for the cancellation.

Opening

- The artist(s) will be present at the opening reception.
- The artist(s) will be responsible for hosting and providing refreshments at the opening reception.
- The Gallery Coordinator and TAA Board Members will attend the opening reception.

Closing and Takedown

- The closing and takedown dates are specified in the contract.
- The Gallery Coordinator will be available to assist with takedown.
- Storage fees will be charged for storing artworks beyond the takedown dates.
- The Gallery Coordinator will inform the Curatorial Committee if the artworks are still in place after the takedown date.

Annual Youth Art Show and Members Show

- The Gallery Coordinator will curate the Annual Youth Art Show in May and the Members Show in summer.
- The Gallery Coordinator will prepare exhibition proposals and schedules for each show and submit these to the Curatorial Committee.

Exhibition Review

- The Curatorial Committee will maintain records for all exhibitions.