Call for Entries: Dallas City Performance Hall- City Gallery Program

The Dallas City Performance Hall invites visual artists to submit entries for a juried exhibit that celebrates the talent of visual artists located within the Dallas area.

ENTRIES

• No entry fee is required. Artists may submit up to 5 separate photographs of their completed artwork saved on a CD/USB/digital storage device or printed on paper for consideration. Drop box folders will also be accepted. Due to limited inbox space, please refrain from using images of work as attachments via email. Please verify that the contents of your digital submissions are readable, prior to submitting. Please keep the following suggestions in mind as you prepare digital files.
  o Attach your full name, phone number and e-mail address to all digital media
  o Files may be up to 3 MB in size. High-resolution images are usually selected for publicity materials. If you are not familiar with the process of resizing an image file, simply make sure that you photograph your artwork using the highest image quality setting of your digital camera.

• Fill out the Entry Form located at the end of this document, and submit it along with your images by the entry deadline. The Dallas City Performance Hall will not return CDs/USBs/or other digital storage devices. Unless the gallery is notified in writing to the contrary, it is understood that the accepted artwork images may be reproduced for publicity and educational purposes for the City Gallery Program exhibition, and for future promotional materials of the center.

• Exhibitor is aware of existing environmental conditions of the Dallas City Performance Hall exhibition areas involving prolonged direct sunlight exposure to multiple locations of designated exhibition areas including exhibit walls, and agrees to defend, indemnify and hold the City of Dallas, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs and expenses for property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of exposure to these existing environmental conditions.

ELIGIBILITY

The Dallas City Performance Hall, City Gallery Program is looking for complete, original artwork by local, Dallas visual artists. All applicants must reside within the Dallas area. Dallas City Performance Hall will only exhibit finished, original works, no reproductions or replicas will be accepted. Proposals for art in all media will be accepted for jury review. Selected art should be ready for installation at the time of delivery. No artwork shall be removed from the exhibition before the closing date. Artists whose work requires the use of electronic equipment (DVD players, projectors, computers, etc.) must provide their own equipment. Additionally, all drawings, pastels, watercolors, photographs, etc., must be under glass. Oil or acrylic paintings done on canvas are not required to be under glass.
Mail or Hand-Deliver your entries to:
City Gallery Program
Dallas City Performance Hall
2520 Flora St, Dallas, Texas 75201

Hand-delivered entries may be turned in Tuesday-Saturday from 12:00-4:00 pm at the DCPH Security Desk located off of the DCPH loading dock at the corner of Jack Evans St. and Ross Ave. If possible, please call the DCPH main phone line at 214-671-1450 to set up a delivery time.

EXHIBITION SCHEDULE
Deadline for submission of digital storage devices/printed images with entries:
Received by Friday, February 17th, 2017 by 5:00 pm.

Selection notification: The accepted artists will be contacted via phone and email by Friday March 3rd, 2017, notice of non-acceptance will not be sent out. The decision of the exhibition curators is final and undisputable.

Delivery of accepted artwork: Wednesday-Friday, March 15th & 17th (2:00-6:00 PM)
Exhibition Dates: March 19th- June 17th, 2017
Reception with the artists: Saturday, March 18th, 2017 (6:00-8:00 pm)
Artwork pickup: Tuesday, June 20th, 2017 (11:00 am – 1:00 pm)

INSURANCE
The City of Dallas Office of Cultural Affairs will provide insurance on most works of art during the Exhibition period. However, the insurance policy carried by the City of Dallas Office of Cultural Affairs does not cover all types of exhibitions. Information is available, upon request of the Exhibitor, in regard to the availability of insurance through the Cultural Center Manager. In the case that the City of Dallas refuses to insure certain pieces of art, Exhibitor will be notified and will be given the option to either purchase his/her own insurance separately from a private provider, or to exhibit his/her artwork at the DCPH without insurance coverage. While in the custody of DCPH, the Exhibition will be given all reasonable care.

SALES
The City of Dallas, the Office of Cultural Affairs, or any employees thereof shall in no way act as agent for the sale of items from an outside exhibit.

a. Purchase prices shall not be posted nor shall they be listed in exhibit brochures. The City may, from time to time, make exceptions to these policies in areas especially designated for the sale of artworks, or in the context of special events.
b. Inquiries from visitors to the exhibit regarding purchase prices shall be referred to the exhibitor or his/her official agent.
c. Transactions for the purchase of exhibit items shall be directly between the purchaser and the exhibitor or his/her official agent. Such transactions shall not be conducted in a city space.

d. DCPH’s staff members shall be treated as any other citizens with regard to purchase of items from outside exhibits, in accordance with items b. and c. above.

e. No exhibition material that is sold during its display in the Dallas City Performance Hall’s galleries may be removed from the exhibit before the end of the exhibition period, unless the DCPH General Manager or his/her assigned agent approves such removal and rearrangement of the display.

For more information about this exhibition, or to apply digitally, please contact Liz Acklin at Elizabeth.acklin@dallascityhall.com or 214-671-1455

City Gallery Program• ENTRY FORM
Please provide the following information and submit this Entry Form together with your entries (images on CD or prints) to the Dallas City Performance Hall. Please write your name, phone number, and e-mail address on the CD or other storage device, on the back of your prints for easy identification of your materials. Thank you.

Name of Artist:

Address:

Phone Number:

E-mail Address:

1. Title of Artwork:

Medium:

Size:

Value:

Filename (if images are saved digitally):

2. Title of Artwork:

Medium:

Size:

Value:

Filename (if images are saved digitally):

3. Title of Artwork:
Medium:
Size:
Value:
Filename (if images are saved digitally):

4. Title of Artwork:
Medium:
Size:
Value:
Filename (if images are saved digitally):

5. Title of Artwork:
Medium:
Size:
Value:
Filename (if images are saved digitally):

This certifies that artist has read and understood the Dallas City Performance Hall Policy for Exhibitions. In signing this entry form, the artist consents to honor all sections of this exhibition prospectus and the DCPH Policy for Exhibitions.

Artist’s Signature:

Date: