



Gallery AIA

200 N. Tampa Street, Suite 100  
Tampa, FL 33602  
813-229-3411 (p)  
813-229-1762 (f)  
www.aiatampabay.com

# Artist Submittal

Please complete the **Artist Submittal Application** and e-mail to [Victoria@aiatampabay.com](mailto:Victoria@aiatampabay.com). You may also mail it to AIA Tampa Bay at 200 N. Tampa St., Suite 100; Tampa, FL 33602.

Please attach **three jpegs of submitted works with a number and include the following: title, medium, date created, and size of pieces proposed for the exhibition.** The application also requires the entrant to submit a **synopsis of work, artist statement and artist biography.**

Gallery AIA also recommends but does not require a short statement regarding how or why the works reflect or incorporate a thematic direction towards architecture or the built environment.

Please contact Victoria Hillman, if you have questions. 813-229-3411

<b>Name:</b>	<b>E-mail:</b>
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<b>Address:</b>
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<b>City:</b>	<b>State:</b>	<b>Zip:</b>
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<b>Phone:</b>	<b>Fax</b>	<b>Email:</b>	<b>Website:</b>
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### Submitted works

*Please make sure the number below for the following images correlates with the attached jpeg.*

Jpeg Images	TITLE	MEDIUM	DATE CREATED	SIZE
1.				
2.				
3.				

**Description of work proposed for exhibition including medium, quantities, sizes, and approximate sale price if applicable:**

**Any additional information we should know (architectural design concepts, etc):**

**\*\*\* PLEASE ATTATCH YOUR ARTISTS STATEMENT, BIBLIOGRAPHY AND RESUME WITH YOUR SUBMITTAL. MATERIALS ARE ACCEPTED ON A CD OR HARD COPY. \*\*\***



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## image photo release

### Image Photo Release:

Gallery AIA uses artist photo images and artist information (artist statement etc.) for promotional and archival purposes. Gallery AIA requires the candidate to sign the below statement in order to be considered for an exhibition.

Gallery AIA will keep the original Image Photo Release from on file. Candidates may request a copy for their records.

### Image Photo Release

*I hereby grant permission to Gallery AIA and AIA Tampa Bay to use my submitted images and accompanying information for promotional purposes. Photos may appear with or without the use of my name.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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# curatorial / exhibition policy

The Gallery AIA space may be used to show visual exhibitions including but not limited to experimental work, commercial work, socio-historical exhibitions, collaborative work, crafts, sculpture, folk art, photography, community arts, architecture, new technology and any other form of art or cultural expression.

The AIA Gallery program serves to support the educational goals of AIA Tampa Bay and therefore exhibitions of any kind should incorporate elements of disciplinary and interdisciplinary objectives which recognize or explore the diverse functions and meanings of architecture.

### **Artist Submittal Applications:**

Artists must complete a formal *Artist Submittal Application* which will be juried by the Gallery AIA Committee. The application must include three jpeg images of proposed work, the title, medium and date of work, artist biography, artist statement and a small synopsis of each work. Entrants may want to include a statement explaining why and how the submitted work is thematically relevant to architecture.

The artist must also sign the "Photo Release" section of the *Artist Submittal Application* which gives AIA Tampa Bay the right to use all submitted images and material for marketing and archival purposes.

Applications will be accepted throughout the year and may be submitted as one artist or a group of artists.

### **Gallery AIA Committee Selection Criteria**

The Gallery AIA committee consists of the Gallery Director, Chair, Curator, President and Executive Director of AIA Tampa Bay.

The Committee encourages and invites innovative, experimental art expression by emerging and established artists and architects.

Priority is given to exhibitions with an architectural thematic direction which examine issues of relevance to the built environment and visual design.

Priority is given to exhibitions related to AIA Tampa Bay and the association's mission.



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# artist responsibility

### **Participating artists will be responsible for:**

- Completing the *Artist Submittal Application* and supporting materials;
- Mounting and demounting exhibitions on the specific dates agreed upon by the Artist and Committee;
- Seeking The Committee's permission if building work or alterations such as drilling holes are required in the Gallery and leaving the space as it was before the show;
- If alterations to the space are approved by The Committee for the exhibition, the artists must complete and sign the *Gallery AIA Alteration Form* which states the artist will reverse the alterations within a week of the closing date of the exhibition period;
- The artist must report and repair or pay for any damage or breakages incurred during the exhibition period including but not limited to excessive damage to the walls, hanging system, rug, or lights; resulting directly from the installation;
- The Artist must attend an Opening Reception for the exhibition at Gallery AIA;
- The artist must be available to be interviewed with any press or media that The Committee has coordinated;
- The artist has the option of displaying a visitors book provided by The Committee to record visitor comments about the exhibition;

***If chosen to exhibit works at Gallery AIA, I agree to the above Artists' Responsibilities. I have also read and understand The Gallery AIA Exhibition and Curatorial Policy.***

\_\_\_\_\_

Name

\_\_\_\_\_

Date

### **Artist Application Check List**

1. Attached three J-pegs of work with title, medium and date
2. Included synopsis of submitted work
3. Included Artist Statement
4. Included Artist Biography
5. Read and signed the Image Photo Release
6. Read and signed the Artist Responsibilities and Curatorial / Exhibition Statements

