



Central Carolina Technical College Foundation  
Gallery of Art and Expression

## **Artwork Submission Information**

### **CCTC exhibit**

Submissions for this event will be accepted from students, employees (family members of employees are included), in the four-county service area, and artists who have or have had an association with the college. Artwork will remain on display **March 5 – July 9, 2018**. Artists must pick up their artwork by July 19, 2018.

The theme for this exhibit is to highlight art form CCTC students, employees and local artist. Some academic programs will have submissions too. There will be no charge to display artwork or to attend the Opening Event.

Space is limited, not all artwork can be accepted and not more than four works will be accepted from any one artist. In addition, the artwork size must be limited to no greater than 48 inches in length or width and weigh no more than 50 pounds (larger pieces may be considered on a case by case basis). All pieces should be equipped with a wire hanging support system or be able to be placed on a wall. A small glass case is available if needed for certain submissions.

A submission form is required for each item. Artists must submit the form and schedule a drop off time to [reedjt@cctech.edu](mailto:reedjt@cctech.edu) by **February 15, 2018**. The drop off period is January 24- February 15 from 8:00 am – 5:00 pm. An advisory committee of faculty and staff will review requests for submission. Artists will be notified if a submission does not meet selection criteria via the contact information specified on the Submission Form.

If an artist's artwork is accepted for display, the artist agrees to the following: to have their artwork photographed, published and promoted; to accept the standard college security without holding liable the College or its personnel; and to abide by all requirements of The Gallery Upstairs and the College.

Artwork to be included in the exhibit must be delivered to the Central Carolina Library by **February 15, 2018**. Please note that the library will not accept deliveries on Fridays or weekends. Artists must personally arrange the delivery of artwork with Jason Reed, Head Librarian at [reedjt@cctech.edu](mailto:reedjt@cctech.edu) so that he can be available to receive the artwork.

# the gallery Upstairs

## Artwork Submission Form CCTC Exhibit

Name of Artist:

Contact Info    Phone:  
                          Email:

Name and Description of Artwork\*

Size/Dimension {inches} \_\_\_\_\_ Weight {lbs} \_\_\_\_\_

Biography of Artist\*

Listed for Sale      Yes/No      Amount \$\_\_\_\_\_

NOTE: All sales must be coordinated through the artist and the buyer. Neither The Gallery Upstairs nor the Library nor the College will serve as a conduit for artwork sales.

\* Each work of art submitted for the exhibit must include a brief biography of the artist and a short description of the artwork to be included in the event program and in other promotional materials.