

Exhibit Curating Form (Email to info@tacjacksonville.org)

Instructions: please provide a bio and headshot as well as filling out this form

- **Page 1 – Fill in your name, your 1st and 2nd Piece’s Title and Description**
- **Page 2 – Fill in your name, your 3rd and 4th Piece’s Title and Description**
- **Page 3 – Fill in your Curating Tags**
- **Page 4 – Follow the curating guideline to make sure your work is gallery ready**

Artist Name:

Piece 1

Title:
Description (100 words or less):

Piece 2

Title:
Description (100 words or less):

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Piece 3

Title:
Description (100 words or less):

Piece 4

Title:
Description (100 words or less):

Curating Tags

<p>Title:</p> <p>Artist:</p> <p>Medium:</p> <p>Size:</p> <p>Price:</p> 	<p>Title:</p> <p>Artist:</p> <p>Medium:</p> <p>Size:</p> <p>Price:</p> 
<p>Title:</p> <p>Artist:</p> <p>Medium:</p> <p>Size:</p> <p>Price:</p> 	<p>Title:</p> <p>Artist:</p> <p>Medium:</p> <p>Size:</p> <p>Price:</p> 

Guidelines for Submitting 2-D and 3-D Creations

Submissions Drop-Offs

1. All drops-offs/pick-ups of art must be submitted and picked up on specified dates and times for main gallery
2. Late submissions for main gallery exhibition will not be received

Presentation of Submissions

3. All unframed works on canvas need to be finished on all four sides
4. Staples should not be visible on any side of unframed works submitted on canvas
5. TAC Cards should be attached to the back of the creation with the following information: artist's name, title of the work, medium, price and length and width of the work inclusive of the frame size, if applicable
6. Frames must be in professional condition free of scratches, paint, and dings
7. Glass in frames must be free of dust and fingerprints both inside and outside of the glass
8. Mats should be clean and free of dust and marks
9. Ensure there are no ripples, folds, or puckers on the canvas or on the paper once placed in the frame

2-D Submissions Hanging Hardware

10. All 2-D submissions must be wired with wire securely interlocked around d-rings (do not coil or braid the wire horizontally).
11. For unframed submissions, D-rings should be placed to the back of the canvas on the vertical wooden stretcher slats approx. 1/3rd from the top
12. For framed submissions, D-rings should be fastened to the back of frame along the vertical edges.
13. Use picture hanging wire appropriate for the weight of finished creation.
14. Avoid double wrapping or braiding the wire across the back of creation from d-ring to d-ring (this makes it difficult to adjust the creation horizontally on the wall/hanging system hooks)

General Guidelines and 3-D Works

15. All 3-D creations should be mounted on or include a base that supports the work
16. If a 3-D work is to be hung, it should include hanging hardware that enables a secure fastening to the wall. The wiring should not be visible once placed on the wall.

Pick-Ups

17. All works of art must be picked up by the published due dates to avoid damage resulting from excessive handling and traffic in backroom work/storage area