

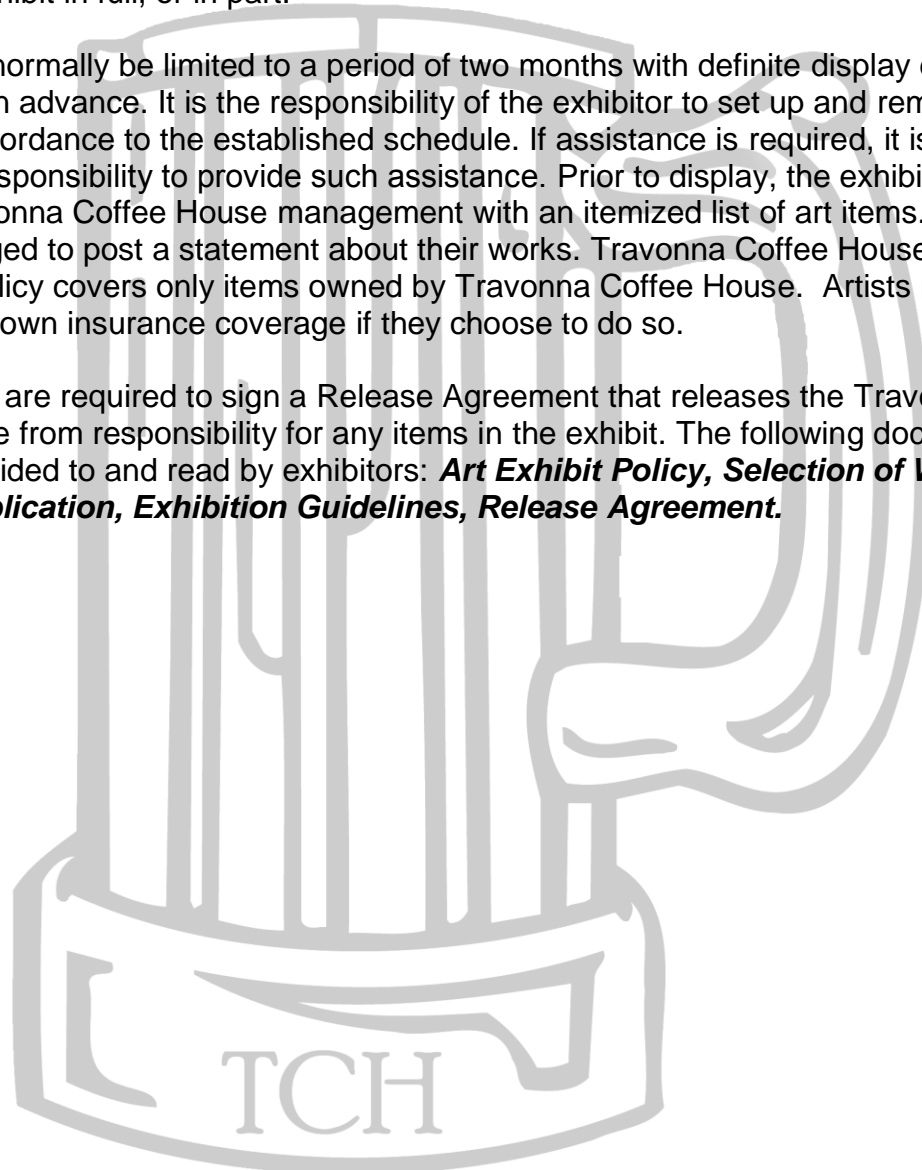
Artist's Name _____ Phone Number _____
Email _____

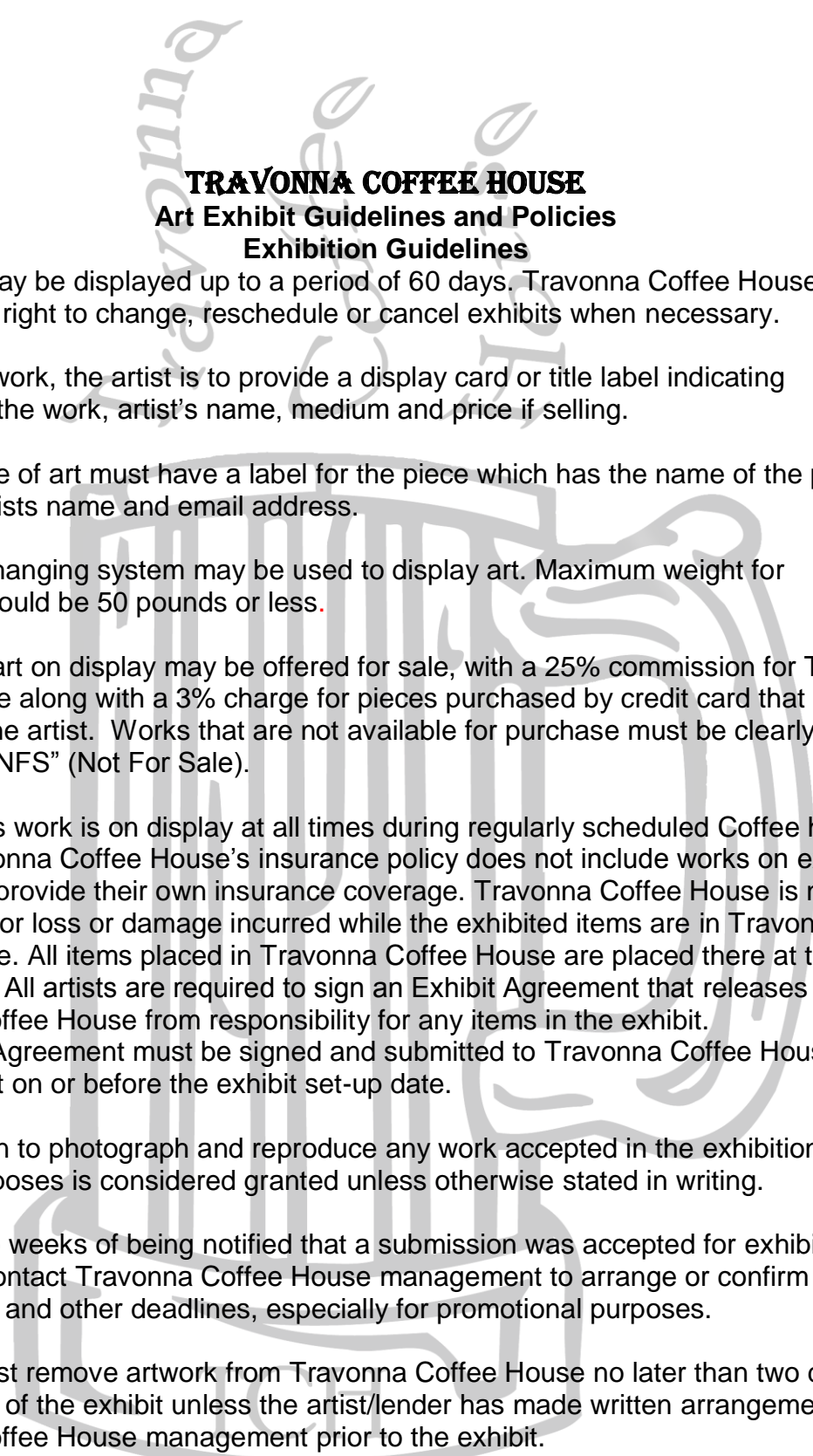
TRAVONNA COFFEE HOUSE
Art Exhibit Guidelines and Policies
Art Exhibit Policy

Travonna Coffee House encourages local artist to display their own original works of art to the community. Applications for exhibits must be made through Travonna Coffee House management and will be processed on a first-come, first served basis. Travonna Coffee House is a family establishment whose customers have various degrees of maturity; therefore, exhibits on display must meet standards established by Travonna Coffee House management. Travonna Coffee House management reserves the right to reject any exhibit in full, or in part.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance. Prior to display, the exhibitor will provide Travonna Coffee House management with an itemized list of art items. Artists are encouraged to post a statement about their works. Travonna Coffee House's insurance policy covers only items owned by Travonna Coffee House. Artists must provide their own insurance coverage if they choose to do so.

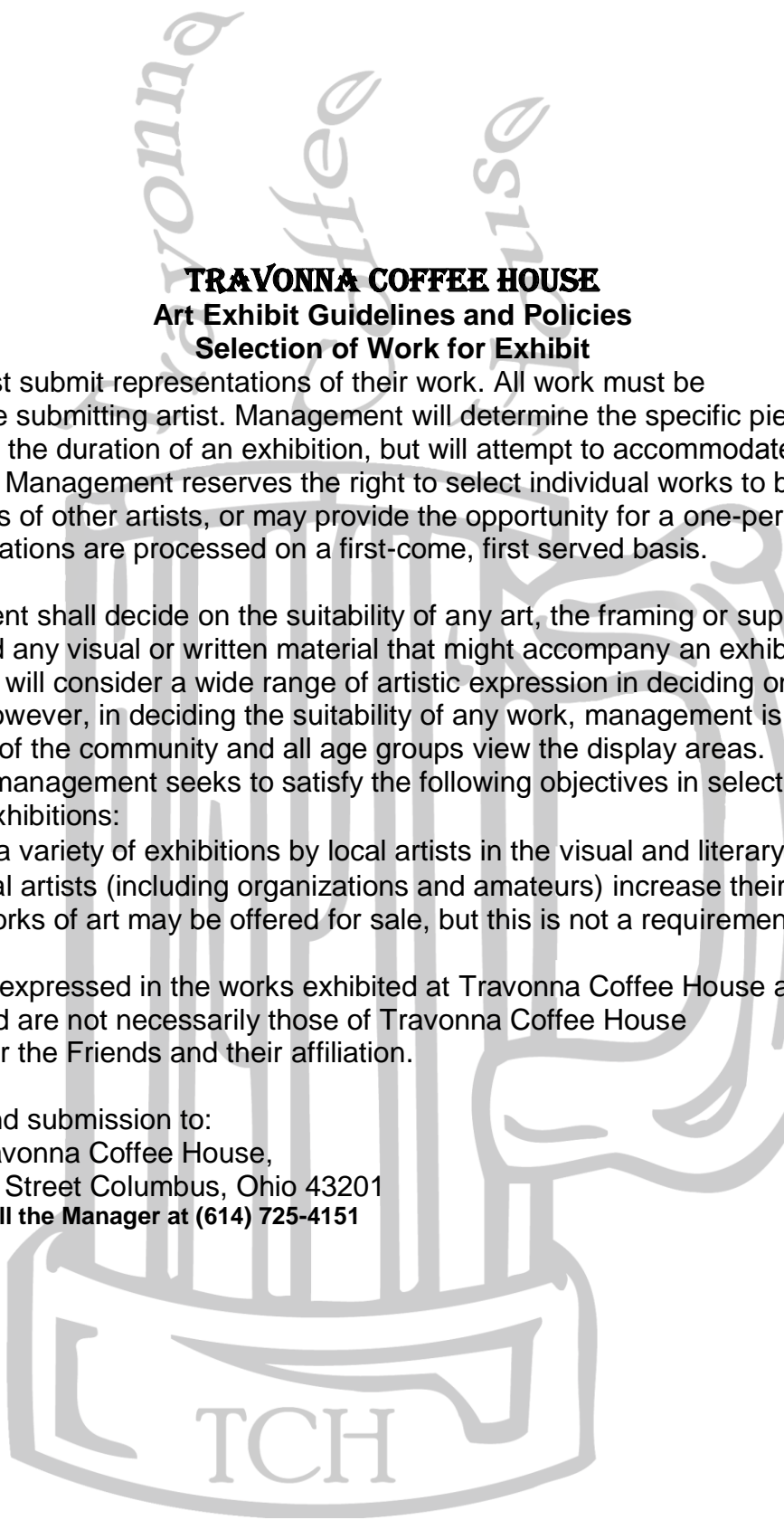
All exhibitors are required to sign a Release Agreement that releases the Travonna Coffee House from responsibility for any items in the exhibit. The following documents must be provided to and read by exhibitors: ***Art Exhibit Policy, Selection of Work for Exhibit, Application, Exhibition Guidelines, Release Agreement.***





TRAVONNA COFFEE HOUSE
Art Exhibit Guidelines and Policies
Exhibition Guidelines

1. Artwork may be displayed up to a period of 60 days. Travonna Coffee House reserves the right to change, reschedule or cancel exhibits when necessary.
2. For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, medium and price if selling.
3. Each piece of art must have a label for the piece which has the name of the piece, price, the artists name and email address.
4. A picture hanging system may be used to display art. Maximum weight for any piece should be 50 pounds or less.
5. Works of art on display may be offered for sale, with a 25% commission for Travonna Coffee House along with a 3% charge for pieces purchased by credit card that will be charged to the artist. Works that are not available for purchase must be clearly designated "NFS" (Not For Sale).
6. The Artists work is on display at all times during regularly scheduled Coffee house hours. Travonna Coffee House's insurance policy does not include works on exhibit. Artists must provide their own insurance coverage. Travonna Coffee House is not responsible for loss or damage incurred while the exhibited items are in Travonna Coffee House. All items placed in Travonna Coffee House are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases Travonna Coffee House from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to Travonna Coffee House management on or before the exhibit set-up date.
7. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
8. Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact Travonna Coffee House management to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
9. Artists must remove artwork from Travonna Coffee House no later than two days after the end of the exhibit unless the artist/lender has made written arrangements with Travonna Coffee House management prior to the exhibit.



TRAVONNA COFFEE HOUSE
Art Exhibit Guidelines and Policies
Selection of Work for Exhibit

1. Artists must submit representations of their work. All work must be original by the submitting artist. Management will determine the specific pieces to be exhibited and the duration of an exhibition, but will attempt to accommodate an artist's preferences. Management reserves the right to select individual works to be shown with the works of other artists, or may provide the opportunity for a one-person show. Applications are processed on a first-come, first served basis.
2. Management shall decide on the suitability of any art, the framing or support structure, and any visual or written material that might accompany an exhibit. Management will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, management is mindful that all segments of the community and all age groups view the display areas. Specifically, management seeks to satisfy the following objectives in selecting and developing exhibitions:
 - To present a variety of exhibitions by local artists in the visual and literary arts.
 - To help local artists (including organizations and amateurs) increase their public exposure. Works of art may be offered for sale, but this is not a requirement.
3. The views expressed in the works exhibited at Travonna Coffee House are those of the artists and are not necessarily those of Travonna Coffee House and its staff or the Friends and their affiliation.
4. Please send submission to:
Manager, Travonna Coffee House,
1195 N. High Street Columbus, Ohio 43201
Questions? Call the Manager at (614) 725-4151

Travonna Coffee House

TRAVONNA COFFEE HOUSE
Art Exhibit Guidelines and Policies
Application Form

Thank you for your interest in exhibiting at TRAVONNA COFFEE HOUSE. Please complete the following application and return it when you submit samples of your work to Travonna Coffee House Management.

Artist _____ Date _____

Address _____

Home phone _____ Work phone _____

E-mail address _____

Please describe the work you wish to exhibit. Include any information not readily conveyed by your samples or photographs (details, technique, unique characteristics, etc.)

Please indicate the following:

The ideal number of works you would like to exhibit _____

The size of the works you would like to exhibit _____

Is there a 4 to 8 week period during which you prefer to exhibit?

Have you exhibited your artwork elsewhere previously? _____ If so, list where and When. _____

Will the artwork you wish to exhibit be available for sale? _____

Please send submission samples/photos and art exhibit application to:
Travonna Coffee House, 1195 N. High Street Columbus, OH 43201
Questions? Call Travonna Coffee House Manager at (614) 725-4151

TRAVONNA COFFEE HOUSE
Art Exhibit Guidelines and Policies
Release Agreement

Name (Print) _____

Address _____

City/State _____ Zip _____

Home Telephone _____ Work Telephone _____

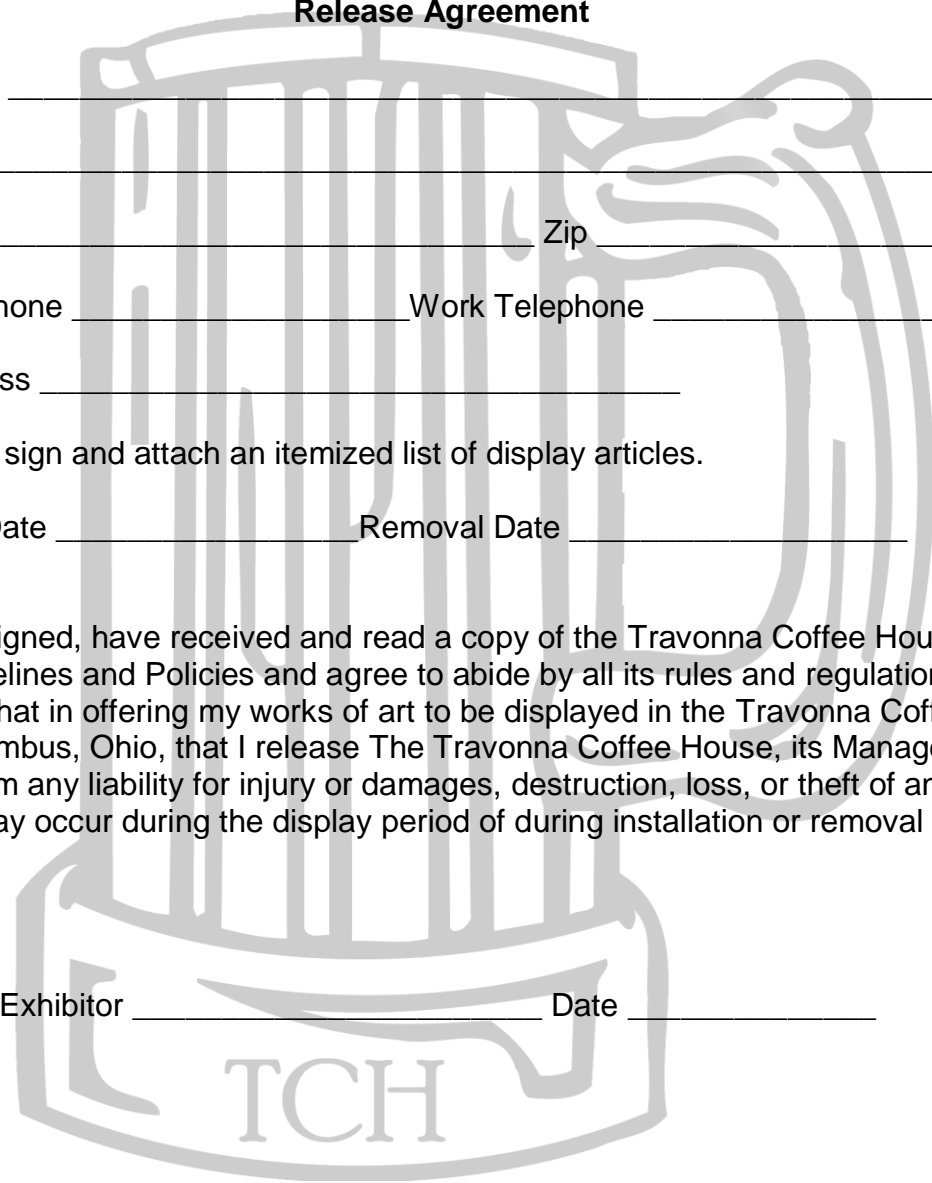
E-mail address _____

Please date, sign and attach an itemized list of display articles.

Installation Date _____ Removal Date _____

I, the undersigned, have received and read a copy of the Travonna Coffee House Art Exhibit Guidelines and Policies and agree to abide by all its rules and regulations. I understand that in offering my works of art to be displayed in the Travonna Coffee House, Columbus, Ohio, that I release The Travonna Coffee House, its Management and Staff from any liability for injury or damages, destruction, loss, or theft of any item or items that may occur during the display period of during installation or removal of the exhibit.

Signature of Exhibitor _____ Date _____



Travonna
Coffee
House

EXHIBITION INVENTORY

No.	TITLE	MEDIA	DATE	SIZE	PRICE (if applicable)
1					
2					
3					
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*Travonna
Coffee
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