

Welcome to Cape Cod Art Center Procedures Manual 2024



Dear New Member,

Welcome to membership at the Cape Cod Art Center! We hope this marks the beginning of many happy and productive years for you as a member of one of the Cape's oldest art societies. Membership corresponds with the calendar year: January 1st through December 31st.

The CCAC's purpose is "To promote the creation and appreciation of visual art by providing a supportive environment for education and exhibitions." This is the driving force that resulted in the incorporation of the CCAC in 1948, establishing it as a non-profit organization consisting of Artist and Associate Members. A Board of Directors meets once a month throughout the year and is the governing body, setting all of the CCAC policies.

We own our building and maintain the property through our dues, volunteer help, contributions, and sales. We also rely on our members to assist with various tasks and hope that you'll find an area where you can lend a hand. We feel that our volunteers are the backbone of our organization without which we could not provide all the activities and services that our members enjoy.

Anyone may become an Associate Member at any time of the year, but to become a Juried Artist Member, you must go through a portfolio review procedure. These take place every month, except January, with a panel of jurors looking over the submitted work. The particulars of the procedure are available on the table in our reception area. Please sign up in advance as we limit each review to 5 artists.

A monthly newsletter, "The Palette", keeps all members informed of the activities as well as updates on classes and workshops. The gallery events are all explained in the enclosed booklet. Other off-site exhibits are held at various locations and will be announced.

A juried artist may enter any of the exhibitions, entering no more than two works in each Member's exhibit and up to five works in the open juried exhibits. Associate Members may only enter open juried exhibits. Members may bring 5 works to be juried into and sold in our Gift Gallery. These works must be original and valued at less than \$200. We also have print bins for commercial reproduction prints and cards. The commission for all items sold is 35% for CCAC and 65% for members. That includes all exhibit pieces, gift gallery sales, print sales and cards. It is important that you ensure your own work under your own policy as CCAC's insurance is minimal.

All members receive a discount on classes and workshops. There is a small library of "how to books" located on the first floor with a sign out system in effect. A bulletin board, located on the lower level between the studios, is dedicated to news of our members' accomplishments as well as community art news. Information sheets are available in the lobby regarding upcoming events, classes and workshops. From time to time we schedule special events such as painting or photography demonstrations, lectures or panel discussions, bus trips, yard sales, raffles etc. These are announced well in advance for convenience in making up your personal calendars.

The Cape Cod Art Center serves as a respected source of artistic enrichment for the entire Cape Cod community and we are happy to have you as one of our new members. If you have any questions, please feel free to call, visit, or email me or our staff. We would love the chance to meet you, so introduce yourself when you stop by. We hope to see you often!

Sincerely,

Roberta Miller
Executive Director
rmiller@capecodartcenter.org

The Cape Cod Art Center

The Cape Cod Art Center is a non-profit membership group continuously operating since its inception in 1948. It serves its members and the community with a variety of fine art programs and events. Its custom-designed facilities include two galleries for monthly exhibits, a gift gallery and four studios for classes, demonstrations and workshops in a variety of art media. Each studio has a large screen tv that connects to the internet and the entire building is equipped with wi-fi.

The CCAC conducts art classes and workshops for all levels of proficiency and presents eighteen art exhibits each year; seven are for juried artist members, four are open-juried, one is for CCAC students and their instructors and one showcasing our Master Artists. We also have five open-juried online only exhibits.

Art media, including oil, acrylic, watercolor, pastel, sculpture, mixed media, drawing, printmaking, fine art photography and digital art are represented in each exhibit and in each class. Prints and greeting cards are displayed, and all work is available for sale.

CCAC also conducts many special activities and events throughout the year including;

- Receptions and award ceremonies
- Exhibits in outside venues
- Critiques and Demonstrations
- Trips-tours-walks
- Concerts and lectures
- Fundraising Events

The public is always welcome to visit and browse.

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Cape Cod Art Center

3480 Route 6A ~ PO Box 85

Barnstable, MA 02630

CCAC is a 501(c)3 - non-profit corporation

Phone: 508-362-2909 **Fax:** 508-362-3223

E-Mail: curator@capecodartcenter.org

Web Site: www.CapeCodArtCenter.org

- CCAC closes before Christmas each year and reopens in January after the New Year
- Hours are:
 - Monday – Friday, 9am – 4pm January-May
 - Monday -Saturday 9am-4pm May-December
 - Closed Sundays
- Holiday Closings:
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving Day
 - Christmas through New Years

All other days throughout the year are open.

Membership Categories

Associate Membership

All are invited to become an Associate Member at any time of the year upon application and payment of the annual Membership fee.

As an Associate Member you are eligible for discounts on all classes and workshops offered by the Cape Cod Art Center. As a member, you can join the CCAC Camera Club (\$20), Digital Art Group and Plein Air Group (\$10) for an additional fee. The groups are not available to nonmembers.

As an Associate Member you will also receive all issues of *The Palette*, which is CCAC's newsletter. This is a newsletter that keeps members informed about CCAC business, publicizes member's accomplishments and exhibits plus much more. You are invited to jury into the Gift Gallery to sell up to 5 works which sell for under \$200.

Associate Membership (\$60)

Supporting Associate Member (\$160)

Sustaining Associate Member (\$310)

Benefactor Associate Member (\$560)

Patron Associate Member (\$1060)

Any payment above \$60 will be considered a tax-deductible donation.

Juried Artist Membership

To become a Juried Artist Member, you must submit a portfolio of five pieces of your recent works. A panel of judges, overseen by one of the directors, reviews the work. Portfolio reviews are conducted periodically throughout the year. You must be an Associate Member to apply for portfolio review.

As a Juried Artist Member, you have all the benefits of an Associate Member plus:

- You may enter your original work into all Artist Member exhibits where your work will be displayed and offered for sale.
- You may exhibit and sell your artwork in any special off-premises exhibitions.

Juried Artist Membership (\$70)

Supporting Juried Artist Member (\$170)

Sustaining Juried Artist Member (\$320)

Benefactor Juried Artist Member (\$570)

Patron Juried Artist Member (\$1070)

Any payment above \$70 will be considered a tax-deductible donation.

Master Artist Membership

Eligibility for Master Artist Membership:

- must be a paid Juried Member of CCAC for the last 5 years
- must be juried into at least 3 nationally advertised exhibits at CCAC – show certificate or program
- must be juried into at least 3 nationally advertised exhibits in other locations - show certificate or program
- must have won a minimum of 2 awards in the national shows listed - show certificate or program

Candidates are to submit:

- application
- a portfolio on a memory stick of five of their most recent works
- application fee, first attempt \$20 second attempt \$10
- resume including your educational / art training and your art affiliations

All information must be complete upon submission. A panel of jurors will judge this submitted work.

Portfolio Reviews for Master Artists are on March 13 and September 18.

All the benefits of a Juried Artist Membership plus:

- Listed in the monthly newsletter advertising their upcoming exhibits.
- Be listed as a Master Artist in the program.
- Have a metal tag displayed under their work when hung at CCAC.

Master Artist Membership (\$80)

Supporting Master Artist Member (\$180)

Sustaining Master Artist Member (\$330)

Benefactor Master Artist Member (\$580)

Patron Master Artist Member (\$1080)

Any payment above \$80 will be considered a tax-deductible donation.

Associate Family Membership

All the benefits of an associate membership for 2 adult members sharing the same household.

Associate Family Membership (\$95)

Supporting Associate Family Member (\$195)

Sustaining Associate Family Member (\$345)

Benefactor Associate Family Member (\$595)

Patron Associate Family Member (\$1095)

Any payment above \$95 will be considered a tax-deductible donation.

Artist Family Membership

All the benefits of an artist membership for 2 juried artist members sharing the same household.

Artist Family Membership (\$115)

Supporting Artist Family Member (\$215)

Sustaining Artist Family Member (\$365)

Benefactor Artist Family Member (\$615)

Patron Artist Family Member (\$1115)

Any payment above \$115 will be considered a tax-deductible donation.

Student Membership (\$20)

Any high school or college student may sign up with associate member benefits.

CCAC Committee Responsibilities

All members are invited to volunteer to serve on a committee.

I. Education Committee

- Establish new programs, classes, levels and workshops
- Interview and hire teachers
- Produce offerings to attract new audiences
- Oversee schedules
- Establish Lecture Series programs and schedules
- Set policies for refunds, class cancellations, payment due dates, workshop expenses
- Coordinate with: **Camera Club, Digital Art Committee, and Plein Air Group**

II. Membership Committee

- Maintain current levels of membership with emphasis on expanding those numbers
- Identify new membership categories
- Establish dues and donation levels
- Propose and arrange occasional membership events
- Work with Marketing Committee to produce marketing materials
- Monitor numbers of members by categories
- Solicit volunteers to provide reception refreshments, announce awards
- Administer sponsorship and perk programs

III. Exhibition Committee

Set exhibition schedule

Designate exhibitions by name or theme

Identify exhibition requirements

Manage entry day

Determine new exhibits/entry policies and fees

Arrange for and manage jurors

Establish policies for portfolio reviews

Coordinate with:

A. Gift Gallery Committee

Jury submitted items

Display accepted items in gift gallery, lobby

Coordinate tagging and prices for merchandise

IV. Development Committee

- Establish categories of giving
- Solicit donations
- Work with Event Committee to plan fundraisers
- Work with Marketing Committee to produce brochures, pledge cards and donation letters

Coordinate with:

A. Fundraising Committee

- Decision-makers
- Set marketing plan
- Plan out how the fundraiser will run
- Set timetable of tasks and assign who should carry out tasks
- Set budget and report to board
- Get volunteers for day of event
- Solicit sponsors, prizes or whatever is needed
- Advertise awards...solicit donors for awards

V. Facilities Committee

- Propose building maintenance projects
- Establish timetable and budget for proposed projects
- Undertake necessary small projects
- Interview contractors and get quotes for large projects

VI. Event Committee

- Establish date, location, fees
- Solicit speakers- bio, description of session, images
- Set schedules and topics for speakers and instructors
- Work with Marketing Committee to advertise and distribute printed material, social media
- Solicit vendors to sell
- Solicit vendors to sponsor
- Establish registration procedures
- Supervise 'day of' volunteer team
 - Click!2024* Photography Conference
 - Gift Shop Committee

CCAC Exhibition Calendar 2024

White blocks - Juried artist member gallery exhibits (bring in artwork to CCAC)

Gray blocks - Open juried gallery exhibits (For all, submit thru Smarter Entry)

Sienna blocks - Open online website exhibits (For all, submit thru Smarter Entry)

Yellow blocks – Invitational/Community exhibits

<p>A CLASS ACT CCAC STUDENT SHOW Both Galleries Exhibit and Sale of CCAC Students-Teachers January 2 - January 19 Entry Day: Monday, January 2 Open Reception: Friday, January 5, 5-7:00 Pick up: Monday, January 22</p>	<p>DREAMSCAPES Both Galleries Exhibit and Sale of Juried Artist Member Works January 22 - February 9 Entry Day: Monday, January 22 Open Reception: Friday, January 26, 5-7:00 Pick up: Monday, February 12</p>
<p>LIGHT AND SHADOW Both Galleries Open Exhibit and Sale JPEG's Due By: Sunday, January 14 Notification: Friday, January 26 Exhibit February 12 – March 8 Receiving Day: Monday, February 12 Open Reception: Friday, February 16, 5-7:00 Pick up: Monday, March 11</p>	<p>MINIMALISM Online Open Juried Photography Exhibit March 2024 JPEG'S Due By: Sunday, February 18 Notification: Friday, March 1 Website live on: Friday, March 1</p>
<p>BEGINNINGS Online Cape Wide High School Student Exhibit March 22 - May 10 Jpegs due: Monday, March 17 Website Live: Friday, March 22</p>	<p>IT'S A BEAUTIFUL WORLD Both Galleries Exhibit and Sale of Juried Artist Member Works March 11 – April 12 Entry Day: Monday, March 11 Open Reception: Friday, March 15, 5-7:00 Pick up: Monday, April 15</p>
<p>MASTER ARTIST EXHIBIT Both Galleries Exhibit and Sale of Master Artist Member Works April 15 – May 10 Entry Day: Monday, April 15 Open Reception: Friday, April 19, 5-7:00 Pick up: Monday, May 13</p>	<p>THE NATIONAL – SPRING 2024 Both Galleries Open Exhibit and Sale JPEG's Due: Sunday, April 14 Notification: Friday, April 26 Exhibit May 13 - June 8 Receiving Day: Monday, May 13 Open Reception: Friday, May 17, 5-7:00 Pick up: Monday, June 10</p>
<p>OUT OF PLACE Online Open Juried Digital Art Exhibit May 2024 JPEG'S Due By: Sunday, April 28 Notification: Friday, May 10 Website live on: Friday, May 10</p>	<p>RED Both Galleries Exhibit and Sale of Juried Artist Member Works June 10 – July 6 Entry Day: Monday, June 10 Open Reception: Friday, June 14, 5-7:00 Pick up: Monday, July 8</p>

<p>THE NATIONAL – SUMMER 2024 Both Galleries Open Exhibit and Sale JPEG's Due By: Sunday, June 9 Notification: Friday, June 21 Exhibit July 8 - August 9 Receiving Day: Monday, July 8 Open Reception: Friday, July 12, 5-7:00 Pick up: Monday, August 12</p>	<p>WABI-SABI Online Open Juried Photography Exhibit August 2024 JPEG'S Due By: Sunday, July 14 Notification: Friday, July 26 Website live on: Friday, July 26</p>
<p>INSPIRATIONS Both Galleries Exhibit and Sale of Juried Artist Member Works August 12 - September 7 Entry Day: Monday, August 12 Open Reception: Friday, August 16, 5-7:00 Pick up: Monday, September 9</p>	<p>ENDLESS SUMMER Online Open All Media Exhibit September 2024 JPEG'S Due By: Sunday, August 18 Notification: Friday, August 30 Website live on: Friday, August 30</p>
<p>PAST OR PRESENT Both Galleries Exhibit and Sale of Juried Artist Member Works September 9 – October 5 Entry Day: Monday, September 9 Open Reception: Friday, September 13, 5-7:00 Pick up: Monday, October 7</p>	<p>THE NATIONAL – AUTUMN 2024 Both Galleries Open Exhibit and Sale JPEG's Due By: Sunday, September 8 Notification: Friday, September 20 Exhibit October 7 - November 9 Receiving Day: Monday, October 7 Open Reception: Friday, TBA Pick up: Monday, November 11</p>
<p>WILD, CRAZY AND ABSURD Online Open Juried Digital Art Exhibit November 2024 JPEG'S Due By: Sunday, October 20 Notification: Friday, November 1 Website live on: Friday, November 1</p>	<p>SMALL WORKS SHOW Both Galleries November 11 - December 21 Small Works Show including Fine Art/Jewelry Exhibit and Sale of Juried Artist Member Small Works Entry Day: Monday, November 11 Pick up: Thursday, January 2, 2025</p>

For all open juried exhibits, send your jpegs to Smarter Entry.

Call us if you have any questions.

<https://client.smarterentry.com/capecodart>

CCAC Art Categories

Oil and Acrylic Painting

Includes works executed solely in oils, acrylics, or oil pastel on canvas, canvas board, masonite, or wood panel framed without mat, glass, or Plexiglas.

Pastel Painting

Includes works executed solely in pastels/pastel pencils framed with mat, under glass.

Water Media

Includes works executed solely in pure watercolor, gouache, acrylics treated as watercolor, colored inks/ dyes, or egg tempera framed with mat, under glass or plexiglass.

Mixed Media

Includes works executed in more than one medium. Examples: watercolor, pen & ink, digital art. Works should be framed with a mat, under glass or plexiglass.

Drawing

Includes works executed solely in a drawing medium such as graphite pencil/graphite stick, colored pencils/colored pencil sticks, pen and ink, charcoal, conte crayon, or markers. Works should be framed with a mat, under glass or plexiglass.

Printmaking (Non-Commercial)

Includes works in which printed images are created solely by hand production using such surfaces as blocks, plates or screens. Examples: woodcuts, collagraphs, etchings, linoleum block prints, monotypes, silk screen images.

Sculpture

Includes any 3-dimensional work, includes bas relief that is hand produced. Work can be for indoor or outdoor display. The artist is responsible for setting up work that is over 50 lbs.

Fine Art Photography

Includes non-commercial photography using a film or digital camera or iPhone. Photo editing apps and programs such as Photoshop and Lightroom may be used to enhance original photographs. Digital scans, stock, image downloads or word generated AI images may not be used.

Digital Art

The digital artist uses pixels rather than paint. Pixels can be captured from DSLs to mobile devices. The artist develops images on computers, mobile phones and tablets to express their creative vision. Many styles of editing are accessible to the artist including digital drawing, digital painting, digital collage with photographs or experimental abstract design or apps. Digital Art is progressive!

All work should be of the artist's own creation. Digital painting, digital collage and digital photographic work can use AI images as a component, but not solely as the created work. Editing software or apps that use components which are not generated by the artist, use of components of an image that are potentially recognizable by the original artist, or any use of word generated AI must be disclosed despite ownership or copyright agreements.

Exhibition Guidelines

Artwork must be framed or properly gallery wrapped; no loose glass over mats and all artwork must have proper wiring and **all wiring must be secure**. Painting on the sides of the stretchers is unacceptable unless it is properly gallery wrapped 1 ½" or more for the purpose of hanging unframed. **Poorly presented work will be neither judged nor displayed.**

Artwork cannot exceed 45" x 48" framed except for the Gift Show Exhibit where the framed size is no larger than 16" x 20". There may be exceptions for exhibits at outside venues. Please do not use plastic frames. Plexiglass, in place of glass, however, is acceptable.

Our intention is to sell your artwork, please present a saleable, clean, and neat piece of artwork.

Entry must not have been exhibited at the same venue; for example, an entry cannot be exhibited twice at CCAC, but may be exhibited once at CCAC and again as part of a CCAC exhibit at an outside venue.

For painters of all media: Entries must be of original work, they cannot be a copy of another painting; a magazine or newspaper photo, or any type of reproduction; the entry must be the artist's own composition.

For Photography: Photographs used must be the artist's own. Photo editing apps and programs such as Photoshop and Lightroom may be used to enhance original photographs. Digital scans, stock, image downloads or word generated AI images may not be used.

For Digital Art: All work should be of the artist's own creation. Digital painting, digital collage and digital photographic work can use AI images as a component, but not solely as the created work. Editing software or apps that use

components which are not generated by the artist, use of components of an image that are potentially recognizable by the original artist, or any use of word generated AI must be disclosed despite ownership or copyright agreements.

No crafts or commercial prints may be accepted.

All work entered MUST be for sale (except for Class Act Exhibit).

When a painting is sold, the CCAC commission fee is 35% for members (40% for non-members in open juried exhibits).

Work submitted must not be older than 3 years.

Artist must be living (exceptions to this rule will be announced).

CCAC has limited storage space. Please pick up artwork on the specified date after an exhibit. After six months, artwork will be considered **donated** to CCAC.

CCAC is not responsible for the loss or damage of works. Artists should provide their own insurance coverage.

CCAC reserves the right to reproduce accepted works on our website, and for any advertising or promotional purposes. Submission into our exhibitions indicates acceptance of these conditions.

The above guidelines apply to most CCAC exhibitions. There may be some exceptions for a specific event or exhibition and will be detailed in prospectus.

While we do our best to have sold work remain for the entire exhibit, upon occasion we may allow a patron to take the painting, rather than lose the sale.

Submission into our exhibitions indicates acceptance of these conditions.

Gift Gallery Procedures

The Gift Gallery is a wonderful opportunity for our members to sell their artwork.

- To sell in the Gift Gallery, you must be a current member.
- Every piece in the Gift Gallery will be juried in. You can bring your work to the Art Center during business hours at any time. The work will be juried weekly. A timely pickup is expected if your work has not been accepted.
- Commission split is 65%/35% for all gift gallery sales.
- We will accept all forms of original art including, but not limited to, prints, ceramics, jewelry, paintings, photography, accessories, stained glass, note cards, fabric art, tiles, books, and sculpture.
- There is a limit of 5 pieces per member, or as determined by sales.
- Our new inventory sheet must accompany the artwork. Flat work labeling: Securely fasten, to the back of your work, the following information: Date-including the year, full name, title, medium, and price on your business card or card-sized label.
- PRINTS of various sizes are acceptable and must be either matted or backed by rigid material (foam board, etc.) and wrapped in cellophane or other professional clear packaging and contain your label inside the cellophane.
- OTHER pieces should be submitted *individually* including full name, description, medium, and price within each bag.

- FRAMED WORK must be no bigger than 8x10, including mat and frame. Gallery wraps must be a minimum of 1 ½" deep. Professional presentation is expected, which includes proper wiring. Sawtooth hangers, holes in the back and poorly presented work will not be accepted.
- It is strongly suggested that every artist keep a record of their own inventory.
- Please note that the space in the Gift Gallery is limited. Every effort will be made to display as many works as possible. We reserve the right to switch out work to keep the gallery offerings fresh. If we choose this option, it is usually due to seasonal subject matter, and you will be contacted to pick up your work.
- ***CCAC will take all possible care in handling artwork but cannot be responsible for loss or damage from any cause. We recommend that artists insure their work while it is at the Gallery. The Artist is responsible for taking inventory of their items. Incomplete inventory/sales sheets will have the unlisted items rejected for display. After two summer seasons, your items will be considered donated to CCAC if you have not picked them up. Your cooperation is appreciated.***

Exhibitions

CCAC Student Exhibition (“Class Act”)

Guidelines for CCAC Students

Any CCAC student who has taken a **class or workshop** at CCAC the previous year may enter the CCAC Student Exhibition, *A Class Act*. A student may enter one work per instructor they have studied with.

If a student studied with the same instructor in a different medium, (i.e. drawing and watercolor) the student may enter one work for each medium.

- \$15 entry fee per piece.
- Paintings do not have to be for sale.
- Entry Form must be completed with the name of instructor at the bottom of the form.
- Tape form on left-hand side of wire with masking tape.
- Paintings cannot exceed 45"x 48", including the frame.
- Make sure the wiring is secure. (If wire is loose, work **will not** be accepted.)
- No loose glass over matting

Awards for CCAC Students

Awards are given to students in each instructor's class and not by medium as in other exhibitions. Each instructor's class is eligible for the following awards **if** 5 or more works are submitted for that class.

Awards for Each Instructor's Class:

First Place: CCAC Award Certificate

Second Place: CCAC Award Certificate

Hon. Men: CCAC Award Certificate

Guidelines for High School Students

Each year CCAC displays on our website the work of high school students from across Cape Cod in our annual show, *Beginnings*. The art departments of each school select the students who participate.

Awards are presented to students from each high school.

Awards for each high school

First Place: CCAC Award Certificate and cash award

Second Place: CCAC Award Certificate and cash award

Hon. Men: CCAC Award Certificate and cash award

Other awards and scholarships may also be presented.

CCAC Scholarship Fund-application is necessary with portfolio.

CCAC Juried Artist Member Exhibitions

The CCAC Juried Artist Members' Exhibitions are open to CCAC Juried Artist Members only. A CCAC Juried Artist Member is an artist who has **passed the CCAC portfolio review**. (See "Portfolio Review")

- Two original entries per artist may be submitted
 - Both will be hung, space permitting
 - A refund will be given for entries that are not hung
- Entry fee is \$15.00 per piece
- Work must be for sale

Also see: 'Exhibition Guidelines' for more details.

Categories:¹

Oil / Acrylic

Water Media

Pastel Painting

Mixed Media

Sculpture

Printmaking (non-commercial)

Fine Art Photography

Drawing

Digital Art

Awards for Each Category:

First Place: CCAC Award Certificate

Second Place: CCAC Award Certificate

Hon. Men: CCAC Award Certificate

Best of Show: \$100 plus CCAC Award Certificate

¹ For an award to be given there must be 5 or more works entered in any given category.

Open Juried Exhibitions

- Open to **all** artists (Associate and Artist Members as well as Non-Members)
- Up to 5 works may be submitted by JPEG
- A maximum of 2 works from any one artist may be selected
- ALL works must be for sale

Also see: 'Exhibition Guidelines' for more details

Awards for Each Category:

Must have minimum of 5 entries per category

First Place: cash award plus CCAC Award Certificate

Second Place: cash award plus CCAC Award Certificate

Honorable Mention: CCAC Award Certificate

Best of Show: cash award plus CCAC Award Certificate. Special awards may be given as well. See *prospectus*

Juror's Award of Merit:

A juror's Award of Merit **may** be given for the following reasons:

1. There are not enough pieces for a category award but judge wants to recognize a work.
2. The judge would like to give recognition to a work for whatever reason, including humor.

Smarter Entry

For our open juried shows and online competitions entry is by website upload only.

Visit <https://client.smarterentry.com/capecodart> to enter online. If you have used Smarter Entry in the past, you must log in as a *returning user* at the bottom of the page. If you are new to Smarter Entry, you must first register as a *first-time user*. After logging in, choose the show you intend to enter then follow the steps for payment and upload.

JPEG Sizing: If your image is greater than 800 pixels on the longest side, you can submit it as is. Your images will appear large enough to be fairly juried. If your image is less than 800 pixels on the longest side, you may want to resize it using the original, larger file. If you do not have the original larger file, do not try to upsize your image. You are better off submitting an image as small as 600 pixels on the longest side, then distorting the quality of the image by trying to increase the pixel dimension. Your image must be less than 4MB in size.

Shipping: If entering from a great distance to the Cape, you may ship works by UPS, FedEx (use 3480 Route 6A, Barnstable, MA 02630) or USPS (use P. O. Box 85, Barnstable, MA 02630). Make sure it arrives before the entry day.

If you want the piece returned by shipping, please prepay your shipper, and include it in package or send us a check for return postage. If the work is sold, we will return your postage or use it to ship to the buyer.

CCAC Open Juried Exhibitions

The National - Spring 2024 Exhibition

Entry done through Smarter Entry (See prospectus for details)

- This is open to **ALL** Artists
- All works *must be for sale* at fair market value
- Work previously exhibited at CCAC is not allowed
- Work may not exceed 45"x 48" including the frame
- Up to 5 JPEG images may be entered by an artist
- A maximum of 2 works from any one artist can be accepted
- Entry fee required. \$20 member / \$25 non-member.
Members put the code **CCAC** to get the lower member price.

Categories:¹

Oil / Acrylic

Water Media

Pastel Painting

Sculpture

Printmaking (non-Commercial)

Drawing

Mixed Media

Fine Art Photography

Digital Art

Awards for Each Category:

First Place, Second Place and Third Place cash awards and CCAC award certificates are made in all categories, as well as Best of Show. Special awards may be awarded as instructed by award donors.

The National – Summer 2024 Exhibition

The National – Summer 2024 Exhibition is CCAC's most popular exhibition. Artists from all over the world participate.

Entry done through Smarter Entry (See prospectus for details)

- This is open to **ALL** Artists
- All works *must be for sale* at fair market value
- Work previously exhibited at CCAC is not allowed
- Work may not exceed 45"x 48", including frame
- Up to 5 JPEG images may be entered by an artist
- A maximum of 2 works from any one artist can be accepted
- Entrant must pay shipping charges if necessary
- Entry fee required. \$25 member / \$30 non-member. Members put the code **CCAC** to get the lower member price.

Categories:¹

Oil / Acrylic

Water Media

Pastel Painting

Sculpture

Printmaking (non-Commercial)

Drawing

Mixed Media

Fine Art Photography

Digital Art

Awards for Each Category:

First Place, Second Place and Third Place cash awards and CCAC award certificates are made in all categories, as well as Best of Show. Special awards may be awarded as instructed by award donors.

The National – Autumn 2024 Exhibition

The National – Autumn 2024 Exhibition is one of our most popular exhibitions. Artists from all over the world may participate.

Entry done through Smarter Entry (See prospectus for details)

- This is open to **ALL** Artists
- All works *must be for sale* at fair market value
- Work previously exhibited at CCAC is not allowed
- Painting may not exceed 45"x 48", including frame
- Up to 5 JPEG images may be entered by an artist
- A maximum of 2 works from any one artist can be accepted
- Entrant must pay shipping charges if necessary
- Entry fee required. \$25 member / \$30 non-member.
Members put the code **CCAC** to get the lower member price.

Categories:¹

Oil / Acrylic

Water Media

Pastel Painting

Sculpture

Printmaking (non-Commercial)

Drawing

Mixed Media

Fine Art Photography

Digital Art

Awards for Each Category:

First Place, Second Place and Third Place cash awards and CCAC award certificates are made in all categories, as well as Best of Show. Special awards may be awarded as instructed by award donors. For 2024, we will add the Award of Excellence in Oil/Acrylics in memory of Jack Thor Ahlin and the Artist of the Year Award.

Gift Show & Sale

Specifications for Entry

- Open to Artist Members only
- Artist Members may enter up to **5** works
- Framed piece must be no larger than 12" x 14"
- Work may be listed at any price point.
- **The entry fee will be \$15 for each entry or a new unwrapped toy for "Toys for Tots".**
- The usual 35% commission rate will apply

Work previously shown at CCAC's the Gift Show **may not** be entered again in this exhibit. However, you may submit a piece that has been exhibited in other shows this year.

Also see: 'Exhibition Guidelines' for more details

In an effort to help our members have more locations to display their art, CCAC has a program to hold exhibitions at locations other than the CCAC Gallery.

Other Venues to be announced.

Juror's Guidelines for Exhibitions

- To keep the selection and awards process as unbiased as possible, CCAC asks that jurors refrain from asking who the artist is or looking at the artist's signature.
- The exhibition chairperson has the authority to decide any questions that may arise in regard to judging and judging procedures. The chairperson's decision is final.

Selection

- For the most effective gallery presentation CCAC asks jurors to accept between **80 to 90** paintings, depending on quality and size of entries.
- Jurors must disqualify themselves from voting on any work entered by a relative, or any person that may create a conflict of interest.
- All work is to be judged solely on merit. There is no automatic acceptance of work done by instructors or because of an artist's reputation.
- Jurors must work independently, refraining from discussion so as not to influence one another in any way.

CCAC reserves the right to disqualify any work that does not meet exhibition standards and/or work that is noticeably different than the original JPEG submitted.

Awards

- The award categories for CCAC are listed. In these categories the awards given are: Best of Show, First Place, Second Place and Honorable Mentions.
- A minimum of 5 entries are required in any one category for an award to be given. If there are fewer than 5 in a category, only 1st Place will be awarded at the discretion of the Juror.
- Jurors determine their choices independently. Once the jurors make their own decisions, the chairperson allows the jurors to confer in order to make a final decision. Majority rule will apply in all cases.
- No ties or shared awards may be given.
- An artist *may not* be awarded more than one award in any given medium.

Jurors are invited to display one of their works for the duration of the exhibit they are judging.

Class Enrollment Information

Classes and Workshops

- Students must pay for the class/workshop at the time of registration.
- There are NO refunds for classes or workshops missed due to a student's absence. There is no prorating of classes.
- Class: If a student cancels a registration at least 5 days before a **class** begins, a refund will be granted less a 5% processing fee. Any cancellations after that date will not qualify for a refund.
- Workshops: If a student cancels registration at least 15 days before a **workshop** begins, a refund will be granted less a 5% processing fee. Any cancellations after that date may not qualify for a refund.
- Money is refunded when class is cancelled for insufficient enrollment.

Register by phone, mail or online at www.CapeCodArtCenter.org
Students may also register in person Monday through Friday 9-4 pm. Enrollment is limited.

Registration is not complete until payment is received. Cash, check, VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER only.

To receive a member's discount for a course or workshop, your membership must be current throughout the term of the course you are taking. Membership dues may be paid at the time of registration.

Class Cancellation Policy

In the event of snow or **inclement weather**, the CCAC's policy for cancelling a class is as follows:

- **If the Barnstable High School is closed, then the CCAC will be closed as well.**
- If the instructor cancels a class for any reason, it is up to the instructor to call the students and let them know.
- If the school systems are closing and the CCAC decides to hold class regardless, then a CCAC staff person will call the students and let them know.
- The CCAC remains OPEN for most holidays. It is up to the individual instructor to determine if they will hold class or not. Be sure to check with your instructor about class if there's a holiday during your class session.
- Make up classes are at the discretion of the instructor and schedules of subsequent sessions will be adjusted.

Please Note: If there is insufficient enrollment for any class or workshop, the session will be cancelled & students will receive a full refund.

Class Sessions 2024

Session 1: January 8 – February 16

Session 2: February 19 – March 29

Session 3: April 1 – May 10

Session 4: May 13 – June 21

Session 5: June 24 – August 2

Session 6: August 5 – Sept. 13

Session 7: Sept. 16 – Oct. 25

Session 8: October 28 – Dec. 6

Classroom Procedures

- **Tables need to be cleaned.**
- **Easels need to be wiped down with a sponge or wet paper towel and stored.**
- Floors need to be swept clean; pick up paper, sweep up messes.
- Return still life objects to the storage shelves.
- Remove class artwork from the walls.
- Return model platform.
- Remove plastic trash bag from receptacle and replace with a new plastic garbage bag. Place used bag in outside dumpster.
- Shut windows, turn off heat or air conditioner and lights.
- AT NO TIME should turpentine, varnish or thinning products be used that would create harmful and offensive odors!
- **Any product used must be odorless.**

Please keep in mind that there are many different mediums being used and it is very important that there is no remaining residue from the previous class students

Portfolio Review

Procedure for CCAC Artist Membership

Please call the Cape Cod Art Center 508-362-2909 prior to the review day so that you may be listed as a candidate. You must reserve your spot with us. The dates of reviews are posted in the monthly Palette, on the CCAC website www.CapeCodArtCenter.org and at the CCAC front desk. Space is limited to a first call basis. You must be a paid Associate Member of CCAC to apply.

CANDIDATES ARE TO SUBMIT:

- 5 original works in the **same** medium to show a consistency of technique.
- All work must be created within the last 3 years.
- Work cannot be a copy of another artist's work and must be the artist's own composition.
- A magazine or newspaper photo may not be used as the subject.
- Work must be composed, started, and completed exclusively by the artist with minimal instructor's critique and supervision.
- Work must be framed and if applicable, matted; the jurors would like to see how you would intend to sell in our gallery.

A panel of jurors will judge this submitted work.

Sculptors may bring 2-5 pieces to the gallery. However, if bringing less than 5, the balance should be represented by portfolio or website images (two views of each sculpture) to be viewed by the judges.

Your portfolio may be brought to the gallery prior to the review day from 9:00 – 3:00. Work for judging **will not** be accepted on the day of Portfolio Review.

Fees for portfolio review are as follows:

First Attempt: Members: \$20.00

Repeat Attempts: Members: \$10.00

The review begins Tuesday afternoons for Fine Art and Friday mornings for Photography and Digital Art. The judges look for consistency of quality; one or two works of a lesser quality can disqualify the candidate. We do, however, urge unsuccessful candidates to reapply after at least a year of serious study.

The decision of the judges will be mailed to you immediately following the review. Office staff do not have access to juror's results.

Your work should be picked up by Friday, between the hours of noon and 3:00 PM.

Portfolio Review 2024

Fine Art Painting & Sculpture:

February 6, March 5, April 2, May 7, June 4, July 2, August 6,
September 3, October 1, November 5, December 3

Fine Art Photography / Digital Art:

February 9, March 8, April 5, May 10, June 7, July 5, August 9,
September 6, October 4, November 8, December 6

Master Artist Review-2024

Procedure for CCAC Master Artist Membership

Master Artist Portfolio Review is held twice a year.

- March 13
- September 18

Please call the Cape Cod Art Center 508-362-2909 prior to the review day so that you may be listed as a candidate.

Dues for Master Artist Membership are \$80

Master Artist Member Privileges:

- Have listing in the monthly newsletter of upcoming exhibits, accomplishments and events
- Have an insignia next to their name in the program
- Have a metal tag displayed under their work when hung at CCAC
- You will be invited to exhibit in the "Masters Exhibit".

Eligibility for Master Artist Membership:

- Must be a paid Juried Member of CCAC for the last 5 years
- Must be juried into at least 3 nationally advertised exhibits at CCAC – show certificate or program that shows the media for which you are applying.
- Must be juried into at least 3 nationally advertised exhibits in other locations– show certificate or program that shows the media for which you are applying
- Must have won a minimum of 2 awards in the national shows listed– show certificate or program that shows the media for which you are applying.

CANDIDATES ARE TO SUBMIT:

- application
- a portfolio on a memory stick of five of their most recent works
- application fee, first attempt \$20 second attempt \$10
- resume including your education/art training and your art affiliations

All information must be complete upon submission. Proof of information should be provided. A panel of jurors will judge this submitted work.

Fees for Master portfolio review are as follows:

First Attempt:

\$20.00

Repeat Attempts:

\$10.00

Application must be complete and thorough for it to be considered. The decision of the judges will be mailed to you following the review. Notification will be at least a few weeks after the submission deadline. Office staff do not have access to juror's results.

Donations and Planned Giving

Like most worthy non-profit organizations, the Cape Cod Art Center depends very heavily on the generosity of its many loyal members and friends to provide the resources needed to maintain and enhance our facility and services. Any donations to the Cape Cod Art Center are tax deductible within legal guidelines. Cape Cod Art Association, Inc. D/B/A Cape Cod Art Center is a 501 (c)3 private non-profit corporation.

CCAC has a long and distinguished history of serving its members and the community with some of the finest art programs and events available. During its 70 years of continuous operation, CCAC has consistently expanded its member activities and its community outreach in order to better serve its originally chartered purpose;

“To promote the creation and appreciation of visual art by providing a supportive environment for education and exhibitions.”

The Board of Directors feels a very strong commitment to the continuation of this record of accomplishment and has outlined a list of initiatives aimed at improving its capabilities for its members and for the Community.

CCAC's continued success is limited, however, by its financial resources. To that end, CCAC has established several popular methods of accepting valuable donations from those who are willing and able to give significant gifts.

In recent years, a number of helpful financial and estate planning tools have been developed that allow you to make charitable gifts while also enjoying tax savings and possibly other welcome benefits.

Among them, in addition to the typical cash donations are:

- Gifts of financial investment assets
- Property such as vehicles, boats or valuable artwork
- Charitable bequests through your Will
- Charitable Remainder Trusts
- Gift Annuities

All or portions of donations can be designated for CCAC's

- Naming Gifts for Awards at Gallery Shows
- Endowment Fund
- Building Improvements Fund/Capital Campaign
- General Fund
- Other specified use
- Scholarship Fund

If you have any specific questions or thoughts about planned giving, please contact Roberta Miller, Executive Director at 508-326-2909 or by email at rmiller@capecodartcenter.org.

Staff

Roberta Miller	Executive Director, rmiller@capecodartcenter.org
Kate Walls	Gallery Manager manager@capecodartcenter.org
Jude Bartlett	Communications and Marketing Coordinator curator@capecodartcenter.org

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