



The Tointon Gallery presents twelve changing shows each year to provide enjoyment, to help educate and to encourage dialogue with and about art. We strive to expose the community to a variety of media, artist styles, and skill levels. Artists, arts and education organizations, community cultural organizations, and members of the community are invited to submit proposals. A Visual Arts Committee will review (or curate) and select submitted exhibit applications. The Tointon Gallery selection committee accepts proposals year-round but the gallery is booked 12 months in advance. If accepted for the following year, artists are notified by phone.

**Gallery Proposal**

Artist Name(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred month to exhibit: \_\_\_\_\_

**Exhibit Description**

Briefly describe the exhibit: \_\_\_\_\_

Art Medium(s): \_\_\_\_\_

Approximate number & average size of pieces you would like to show: \_\_\_\_\_

Additional information: \_\_\_\_\_

I have read and accept the art gallery policies.

Please return this form along with:

- High resolution (300dpi) images of your entry(s)
- A half page statement about the exhibit
- An artist biography and/or artist statement
- A list of prior exhibitions

Mail to:  
**City of Greeley Public Art**  
c/o Kim Snyder  
651 10th Ave.  
Greeley, CO 80631

Or email application and attachments  
to: [kim.snyder@greeleygov.com](mailto:kim.snyder@greeleygov.com).



**Tointon Gallery for the Visual Arts**  
**ART GALLERY POLICIES -- UNION COLONY CIVIC CENTER**

**STATEMENT OF PURPOSE**

The Tointon Gallery for the Visual Arts provides opportunities to experience and understand the visual arts consistent with the UCCC's purposes to provide cultural arts programming and to enhance the quality of life in the community and the surrounding region. Such programs should address traditional and contemporary artistic issues of local, regional, national, and international significance.

**GOALS**

The goals of the gallery are to:

- provide space for local and regional artists to show their work;
- exhibit quality works of historical and contemporary art, artifacts, and related objects/events;
- provide the opportunity for dialogue among artists and audiences;
- promote, inform, and facilitate (when appropriate and to the extent possible) visual arts projects and activities which are significant to the community.

**VISUAL ARTS COMMITTEE**

A Visual Arts Committee will serve to advise and assist with the fulfillment of the gallery's purpose and goals. This committee should consist of members representing various visual arts, educational and other community constituencies.

**GALLERY POLICIES**

Exhibits are selected (or curated) and scheduled by the Leisure Services Culture and Public Art staff, subject to the advisement of the Visual Arts Committee. Arts and education organizations, community cultural organizations, and members of the community are invited to submit suggestions for exhibitions. Artists may propose exhibitions of their work in accordance with established procedures available from the Public Art office. Suggested and proposed exhibitions are reviewed by the Visual Arts Committee.

Scheduled exhibits will be contracted with the artist or the organization and the Union Colony Civic Center. The laws of the State of Colorado shall be applied in the execution, interpretation, and enforcement of this contract.

The Tointon Gallery (administration and advisors) reserves the right to reject a work of art.

Exhibited works or objects may be indicated as being for sale. The procedures for selling are subject to the approval of the Visual Arts Committee. Should the gallery be requested to act in the artist's or organization's stead as the agent for sales, a 30% commission will be retained.

The Tointon Gallery will publicize the exhibition in a manner appropriate to the event. Additional publicity undertaken by an artist(s) or organization must conform to the publicity and publications policies and procedures of the Union Colony Civic Center and any pertinent addenda of the Visual Arts Committee.

Exhibitions will be insured by the Union Colony Civic Center/City of Greeley. The City of Greeley is self-insured. Insurance will cover the contents of the gallery(ies) for the duration of the exhibition and during the hanging and the striking of an exhibit.

Exhibitors are required to provide a complete inventory of items to be shown. The inventory list is to be submitted no later than the date of delivery in order to allow for insurance coverage. The inventory list should include each item in a numerical order. Each item should be titled (indicate untitled if applicable), described by media/mediums with dimensions given in inches. The value of each piece is to be included for insurance and/or sales purposes. In the event of an insurance claim, the worth of the art must be proven by the artist. When a claim is paid by the City of Greeley, the art becomes the property of the City of Greeley.

Exhibitors are responsible for transporting their art to and from the gallery. Storage will be provided for an agreed upon length of time for art work/objects, containers, and materials necessary to transport and mount an exhibition. At the end of that time period, it will be the prerogative of the UCCC art gallery to determine the proper disposition of those unclaimed materials or items in storage.

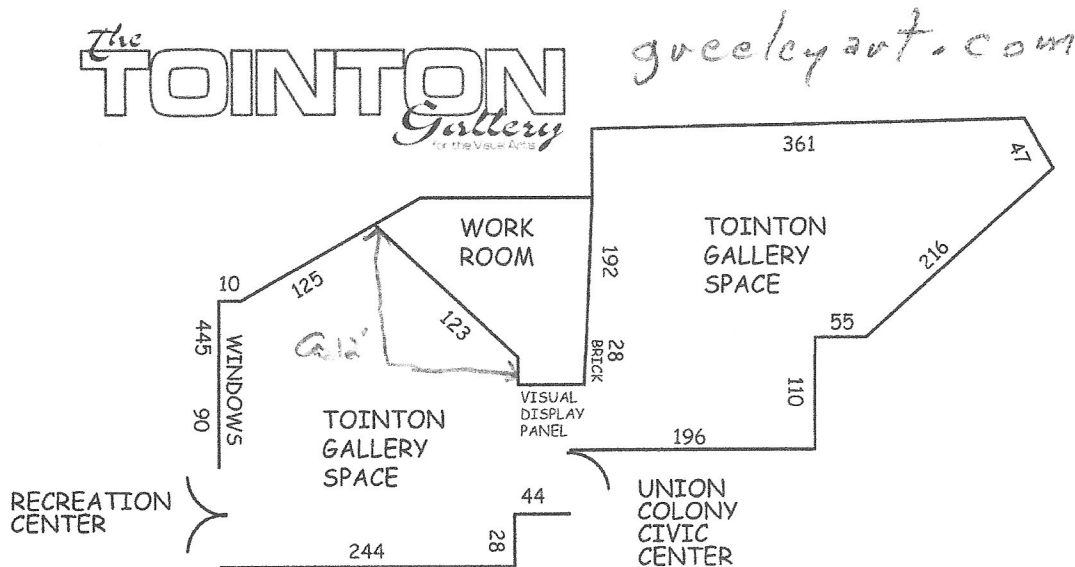
The furnishings, tools, materials, and work space necessary for routine on-site preparation and mounting of the exhibit will be provided by the Tointon Gallery. In the event that unusual, highly specialized, or object-specific needs are required to display artwork, these needs and their provisions will be the responsibility of the artist or organization unless other arrangements have been agreed upon as a contractual addendum.

The rental of exhibits curated by galleries, museums, institutions, or organizations other than the Tointon Gallery shall be contingent upon the contractual arrangements of the renting agency/vendor. Any of the previously stated policies will apply only as they pertain to that agreement.

Financial commitments of the Union Colony Civic Center and the Tointon Gallery are contingent upon funds being budgeted, appropriated, or otherwise made available.

Gallery policies were prepared by Dik Munson, Chairman of the University of Northern Colorado Visual Arts Department and presented to the Union Colony Civic Center Policy Development Committee September 14, 1987. After incorporating minor revisions suggested by the committee, these policies have been used in opening of this gallery. Minor revisions were made in September 1992. Revisions were made in September, 1999. Revisions by Kim Snyder made in 2009.

**If the terms and conditions of this policy meet with your approval and you would like your artwork to be considered for exhibition in the Tointon Gallery, please print and complete the Gallery Proposal.**



Total wall space for display: 1,887.75 Sq. Ft.

Total floor space: 1,016 Sq. Ft.

- 1 year lead time, they choose shows in Oct. based upon applications submitted
- They try to limit photography shows to one per year. presently have none for 2019 or 2020
- Shows typically hand for 1 month, occasionally 6 weeks
- they hang?
- They handle sales with 30% commission
- they provide food for opening reception if over 20 people anticipated.
- No Cost for gallery