

**Capitol Complex Exhibition Program  
Florida Department of State, Division of Cultural Affairs  
Policies and Procedures**

**Please keep one copy  
for your records and  
return signed/ initialed  
duplicate copy to the  
Division.**

1. **Purpose:**

The purpose of this Directive is to establish internal procedures and policies concerning the administration of the Capitol Complex Exhibition Program.

2. **General Responsibilities:**

The staff members assigned to this program are responsible for soliciting applications from Florida artists and arts organizations, reviewing applications, preparing loan agreements, publicizing the exhibits and installing and dismantling the artworks.

3. **Eligibility:**

- a. Exhibits must be organized by Florida not-for-profit organizations, governmental agencies in Florida or Florida artists.
- b. Artists must be Florida residents.
- c. Works exhibited should be only those of established or emerging artists.
- d. No individual artist or group shall exhibit more than two consecutive years. Any artist or group that exhibits two years in a row must then wait two years before reapplying.

4. **Criteria for Artworks:**

- a. Artistic excellence, aesthetic qualities, technique and concept. Priority is given to exhibits curated in Florida and those representing Florida themes.
- b. Size and media must be compatible with the exhibition space.
- c. Content and presentation must be appropriate for the majority of viewers. The Division reserves the right not to display any work deemed inappropriate for public viewing. (i.e. nudity, violence, and religious iconography or political/lobbying topics.)

5. **Exhibit Procedures:**

- a. Applications may be submitted throughout the year. Images and resumes will be reviewed by Division staff and if all criteria are met, the artist or art group's representative will be contacted to discuss exhibit possibilities.
- b. The Division shall determine the dates and space in which each exhibit will be presented.
- c. **Delivery and pick-up of artworks will be scheduled by the Division representative. Artworks shall not be delivered or removed without prior authorization from the Division.**
- d. Methods and types of hardware used for installation of artworks shall be prescribed by the Division. Installation and dismantling of exhibits is the responsibility of Division staff.
- e. **All pieces in the exhibition will remain in place for the full duration of the exhibition,** generally 2-3 months. However, the Division reserves the right to unilaterally cancel the agreement for cause upon reasonable notice to the owner or representative. Cause shall be determined by the Division.
- f. **Due to minimal storage space, works cannot be accepted prior to date of installation and artists should arrange for the removal of all crates, cartons and packing materials immediately following installation. Exhibits not removed within 24 hours after scheduled dismantling may be subject to storage charges.**
- g. All artwork will be insured against damage or loss by the State while on the premises, or in possession of a Department representative provided the loan agreement has been signed and returned to the Division no later than 30 days prior to delivery.
- h. At the discretion of the assigned staff member, the Division reserves the right to exclude any artworks from the exhibit.

\_\_\_\_ (\*Initial)

\_\_\_\_ (\*Initial)

\_\_\_\_ (\*Initial)

6. Requirements for Artists/Representatives:

- a. Submit an application with resume and images of artwork for consideration.
- b. Upon acceptance of exhibit proposal, coordinate logistics with Division staff.
- c. At least 30 days prior to delivery submit signed loan agreement with exhibit checklist indicating artist, title, medium, dimensions and insurance value for each artwork. **A slide, photograph or digital image of each work to be displayed must be submitted at this time.**
- d. If work is brought on the day of installation that has not been shown to CCE Staff previously, as long as it follows the guidelines for acceptable work it may be accepted for the exhibit, but will not be covered under the loan agreement until amendments can be made.
- \_\_\_\_ (\*Initial) e. **Provide transportation** and any special equipment necessary for delivery to and departure from the specific exhibit space. The individual who delivers and picks up the exhibit should have a second person along to assist. All costs incurred by delivery and set-up and dismantling and departure of an exhibit will be the responsibility of the artist or representative. **The division is not responsible for packing artwork upon dismantling of the exhibit and is not obligated to provide any packing materials.** It is incumbent upon the artist to pack the artwork for transportation and/or shipping, or to arrange for a person/persons to do so.
- \_\_\_\_ (\*Initial) f. **Two dimensional works should be framed and equipped with wire hangers. Clip frames and/or Saw Tooth hangers will not be accepted. Labels should be attached to the back of all artworks. The Division reserves the right to exclude from the exhibit any artworks that are not properly prepared for installation. (NO exceptions will be made)**
- g. Installations requiring electricity or water may not be accepted. Works determined by the Division to present potential physical danger to the viewer will not be displayed.
- h. **The following credit line must be used for any flyer, catalog, poster or other printed material directly related to the exhibit: "Presented by Secretary of State Laurel M. Lee and the Florida Department of State, Division of Cultural Affairs." All promotional items including printed materials, email blasts, and press releases must be submitted to and approved by the Department of State.** (See 7g.)
- i. If a reception is decided upon, the Division is not responsible for invitations or supplies (i.e food/tables/chairs...).

7. Obligations of the Division:

- a. Notify the artist or representative if any changes occur. The Division reserves the right to modify the exhibit dates or any physical aspect of an exhibit at any time.
- b. Promote the exhibit by making available to the public and the Capitol tour guides, a checklist and any other information provided by the artist or representative.
- c. Refer any inquiries regarding the purchase of artworks directly to the artist or representative.
- d. Check the condition of artworks upon receipt, periodically during the exhibit and upon release. Immediately inform the artist or representative of any damage or change in the condition of the artworks.
- e. Provide insurance against damage or loss to the artworks while on the premises, or in possession of a Department representative.
- f. Should the artist determine to provide exhibition postcards, the size and format must be approved by Division Staff. The artist will include the proper credit line (see 6h.) and the **exhibition postcard must be approved by the Division.**

*Acknowledgement:* I \_\_\_\_\_ have read and understand the policies and  
Full name  
procedures of the Capitol Complex Exhibition program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date