

# Exhibit Guidelines and Rules, effective 1.1.2020

In an effort to maintain professional gallery practices, Garden Woodland Gardens (GWG) implements the following rules for its exhibits.

The paintings that sell the best are of GWG or nature scenes. No puppies, kittens, African animals, nudes, or Elvis on black velvet =-) allowed!

About 3-4 months in advance of your show, we will need information about the show and the artist/artists for our newsletter, emails and press releases. Photos would be great, too.

## Hanging the Show

In order to make your art works shine, the show will be curated by Suzie Burch and edited to 10 to 20 pieces, depending on size, so that art will fit the walls without crowding.

## Originality

All entries must be original works not previously shown at GWG and produced within the last two years.

## Framing

All works on paper, including photographs, must be framed. Glass and Plexiglas must be clean inside and out, unscratched and intact.

Works on canvas must be framed or have gallery-wrapped, finished edges with no staples visible.

A hanging wire must be firmly attached to the back with screw-eyes or D-rings, and the wire not exceeding the top of the frame.

Pieces with saw tooth hangers will not be accepted.

Dust covers or other backing material must be clean and intact.

Artwork must be completely dry at time of submission.

The number of pieces included in the exhibit will depend upon the size of the artworks selected. On average, this will be between 10 and 20 pieces.

Please provide a framed bio of the artist to hang with the show—for groups of artists, please provide information about the group instead. Each work must have a descriptive tag with name of piece and sale price.

## Statement of Responsibility

All entries are left at the owner's risk—Garvan Woodland Gardens is not responsible for any loss or damage to submitted artwork by any means whatsoever. By submitting artwork for the exhibition, artists indemnify and hold harmless Garvan Woodland Gardens, the University of Arkansas, and their respective employees or agents for any loss or damage to submitted artwork. This applies to removal of the art works when the Magnolia Room is rented if the renter wants blank walls. GWG personnel will remove and store the art using extreme care unless the artist wishes to remove and rehang the art. Artists will be notified when art is to be removed for rental of the room.

## Sales

All artwork on exhibit must be for sale and the majority of the pieces should be priced at less than \$500. All artwork sold in exhibitions at GWG are subject to a **30%** commission fee. Artists receive 70% of the listed sales price of any artwork sold at the conclusion of the show.

We require a list of the work shown with title and artist name, address and phone number (manifest attached) to be submitted in advance of the show. If a work sells, the artist must register as a supplier with the University of Arkansas in order to be paid.

Please have all artists go online and fill out a W-9 at this address:

<https://businessservices.uark.edu/doing-business-at-university.php> (Click Vendor Information-Form VII)

Payments for sold artwork are not processed until the show has closed. Payments for artwork sold may take up to 30 days to process and deliver to the artist after the closing date. When a work sells, the artist will be notified and a replacement piece may be hung.

## Pick-Up of Artwork

Artwork must be picked up on the specified day, generally the last day of the month.

Placement and position of art is up to the discretion of the Gardens' curator. If there are requests or directions in regards to any piece of art, please furnish to the curator prior to the show's start date.

### Scheduler

Susan Harper  
501-262-9603  
[Sah17@uark.edu](mailto:Sah17@uark.edu)

### Curator

Suzie Burch  
(501) 538-3165  
[suzieburch@icloud.com](mailto:suzieburch@icloud.com)

I have read and agree to these rules and guidelines.

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Artist

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Date

(Each artist hanging work must read & sign and present a copy of this entire document to GWG with the work of art.)