



at the Buffalo and Erie County Botanical Gardens
Exhibition Application & Guidelines

Artist Name:

Artist Company:

Address:

Phone: Email:

Website:

Type of Exhibit: (Photography, Artwork etc...)

Exhibit Overview:

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at the Buffalo and Erie County Botanical Gardens

Exhibition Guidelines

1. The intent of the Arcangel Gallery at the Botanical Gardens is to display photography and/or artwork that reflects first, the Botanical Gardens, its horticulture residents, nature in general, Western New York life, architecture etc... First preference will be given to applicants that highlight the Botanical Gardens.
2. The Arcangel Gallery at the Botanical Gardens is open to the public daily 10am-5pm and open to all afterhours events. Exhibits must be appropriate for all ages and audiences. Anything that may be seen as offensive or political in nature will not be considered.
3. Applicants must provide 3 digital images of your work via email (to egrajek@buffalogardens.com) at the time of application submittal.

I - Artist's Responsibilities for exhibition

2) Works should be framed completely; including wire at the back to hang

Canvas will not work as fresh air travels through the gallery and canvas will not stay in place. Please keep in mind that we are an open air facility... small and lightweight pieces will not hold up.

- a) Artist must provide between 25-30 pieces for exhibit
- b) Works will be delivered to the gallery and installed and removed by the artist.

3) The artist is responsible for packaging, shipping, delivering, removing, pick-up and insurance during transport to and from the Arcangel Gallery, and during the exhibition at the Gallery. **The Botanical Gardens has no responsibility for the damage or loss of the artworks during shipping, delivery, exhibit, removing, pick-up and returning, this is the artist's responsibility.**

4) Allow the works in the exhibition to be photographed by the public and Botanical Gardens' staff.

5) Artist will create labels to be displayed next to each piece and must include **"Title", "Name of the Artist", "Media" and "Price"**.

6) A title piece, exhibit explanation or an artist statement for the entrance of the Gallery should be made by the artist. This can be framed or mounted.

7) The Artist will become a member of the Buffalo and Erie County Botanical Gardens Society, Inc. (\$60 Fee)

8) The Artist should donate at least one un-sold piece from the exhibit to the Buffalo and Erie County Botanical Gardens Society, Inc., a 501(c)(3) organization, for future fundraising events. The Botanical Gardens will provide a donation letter noting the retail amount of the donated piece or pieces.

9) Selling work

From Exhibit - Artists may sell pieces from their exhibit. Payment for each piece will be handled through the Botanical Gardens Gift Shop. At the conclusion of the exhibit, the Botanical Gardens will issue a check to the artist for the 60% (artist) /40% (the Botanical Gardens) split. All pieces (including sold pieces) will remain in

the Gallery until the completion of the exhibit. Artists will remove all pieces from the show and make arrangements privately for the delivery and/or pick up of sold pieces. The Botanical Gardens will provide contact information of each purchaser.

In our Gift Shop - Artists may sell prints matted or unmated in our Gift Shop during your exhibit. Payment for each piece will be handled through the Gift Shop. At the conclusion of the exhibit, the Botanical Gardens will issue a check to the artist for the 60% (artist) /40% (the Botanical Gardens) split.

II - Arcangel Gallery Responsibilities

- 1) Promote the exhibition through regular membership mailings, social media, press releases etc... All artist and exhibit information must be emailed and/or mailed to us three months before the date of exhibition by the artist.
- 2) Coordinate sales. The Botanical Gardens receives 40% administrative fee from purchased works in the period of the exhibition. New York State Sales Tax (8.75%) is also charged to purchasers on all sales. ***See I-9**

III – Fees & Costs

All the costs must be paid by the artist(s) at the time of signing this contract:

- 1) The Buffalo and Erie County Botanical Gardens' **annual membership fee - \$60 for each artist for one year.**
- 2) If needed - delivering, handling, packaging and shipping to and from the Botanical Gardens must be done by the artist(s). The Gallery has no storage, and delays for removing the works will require a \$50 storage fee for each day.
- 3) If the artist(s) would like to have a reception, the artist(s) must organize the reception and pay all the costs associated.

V - Insurance

The Botanical Gardens is not responsible for any loss, theft, or damage to the Works of Art while in its possession or on display; specifically from the date of delivery to the Botanical Gardens until the date of delivery to a Purchaser or repossession by the Artist. All reasonable care will be taken with Artwork. The Botanical Gardens assumes no responsibility for artwork damaged upon receipt or during return. The gallery will do all possible for the safe handling and display of artwork. We suggest that artists insure their work privately for adequate protection in all potential situations and declare the correct value when shipping work via a courier.

Signature: Date:

By signing and submitting this application, you are able to fulfill all exhibit requirements.

The Botanical Gardens will contact you if you are chosen to exhibit in the Arcangel Gallery.

You will be required to sign an exhibit contract if chosen to exhibit at the Arcangel Gallery.

If you have any questions in the meantime, please contact the Marketing Department at events@buffalogardens.com or 716.827.1584 ext. 204

The Arcangel Gallery - Michael Mandolfo Exhibit

