



## General Guidelines for Exhibitions

*Artists selected to exhibit work at the Arboretum will receive a more detailed contract.*

**Goals:** To have Arboretum-related/inspired art on display; to attract art-loving visitors to the Hunnewell Visitor Center; to express the beauty and complexity of nature through art.

**Artistic Guidelines:** The artwork must depict images of woody plants, the Arboretum landscape, or be related to the Arboretum's mission in some way. Artwork must be mounted and framed in a professional manner and ready for hanging. Sculpture or work that would interfere with other uses of the space is not allowed.

**Limitations:** All exhibitions are in the Hunnewell Building Lecture Hall (HBLH). The HBLH is a multipurpose room without professional exhibition attributes such as directed lighting, climate control, or security. Work is hung by wires and hooks from a picture molding. Nothing can be screwed or nailed into the walls.

**Publicity:** The Arboretum will publicize shows through the website, inclusion in monthly publicity mailings, email update to members, and seasonal publications when possible. The artist may send postcards or additional mailings to his/her own mailing list at his/her own expense. The Arboretum will not share mailing lists with artists.

**Liability:** The Arboretum assumes no liability for art. Artists must sign a release form freeing the Arboretum of liability for damage or theft of art.

**Events:** Typically, the Arboretum hosts an opening reception, usually on the first night or the first weekend day of the exhibit opening. The artist supplies any refreshments. Artists may also agree to a free "artist talk" and another event such as a walk, demonstration, workshop, etc.

**Labeling and Hanging:** Artist provides text for labels, and the Arboretum makes and applies labels to the walls. The artist hangs the work or assists in the hanging. Artist provides resume and other pertinent information, as well as a price list to be available at the reception.

**Sales of Artwork:** All sales of art will be negotiated between the artist and the purchaser. The Arboretum will not be involved in sales except by directing purchasers to the artist. The Arboretum does not take a commission.

**Selection Criteria:** Artwork must fulfill the Artistic Guidelines and Artist must agree to the General Guidelines described above, as well as show representative samples of his/her work for consideration by the Exhibition Coordinator. Because of a limited schedule of exhibitions, not all artists wishing to participate can be selected. Artists displaying work at the Arboretum will receive a more detailed contract. If, after review of these guidelines, you would like to be considered for participation in an upcoming exhibition, please send an email to [arbweb@arnarb.harvard.edu](mailto:arbweb@arnarb.harvard.edu) with a description of your work and your contact information.

*Thank you.*