

## Display Guidelines for The Art Gallery at Birmingham Botanical Gardens

- Displays will be up for two months at the time.
- The subject of your work should be within the scope of botanical, nature, environment, animals, bugs, birds, etc... Any work not within this scope will not be considered for exhibition.
- **SALE OF ART WORKS:** The Library requests a donation of 15 percent (15%) of the gross sale for any works sold as a result of this opportunity to exhibit. All such sales and donations rely upon the honor system.
- Work may not be removed from the walls during your exhibit period to take to other art shows. If you are in our gallery during a time when you have another show, please make sure you have enough art work to cover both exhibitions.
- If your work sells during your exhibition time, you are welcome to bring more work to hang in the gallery.
- The Library will be happy to handle money for the sale of your work. However, we are not equipped to take credit cards. Certain arrangements can be made for us to accept credit cards. Please talk to the gallery manager if you need this.
- All art work must be framed, unless it is a medium that doesn't allow it. Gallery wraps are acceptable.
- All frames used in photography must be the same color.
- You will be responsible for hanging your own show. This means you need to bring any tools needed to hang your work. Tape cannot be used on the walls. If you need to hang something that doesn't require a nail, please use Adhesive Puddy or Museum Puddy.
- The 2 walls measure 20 feet 5 inches and 15 feet 5 inches. If you do not have enough work for both walls please give us ample notice.
- The artist will provide a short bio and picture for the newsletter 2 months in advance. The bio should be a minimum of 50 words and a maximum of 100 words. Please email the picture in high resolution. The picture can be of you or a piece of your art work. Email bio and picture to [hlong@bbgardens.org](mailto:hlong@bbgardens.org).
- Please place a bio on the wall with your art work. People want to know about you and your work. There is no limit to how long this can be.
- Everything must be hung on the wall. You may not put a table or stand anywhere in the gallery.
- The Library, Birmingham Botanical Gardens, and the City of Birmingham cannot be held responsible for theft or damage of your work, so you will be required to sign a waiver before you hang your work. This will be provided by the library and kept on file.
- If you need to cancel for any reason please let Hope Long, Library Director, know as soon as possible so that we have time to find a replacement.
- If you would like to have an opening, please contact my Assistant Jason Kirby 414-3967 on Monday or Friday.

I have read and understand the above information \_\_\_\_\_

Artist's signature

Contact Hope Long, Library Director, at 205-414-3931 or [hlong@bbgardens.org](mailto:hlong@bbgardens.org) with any questions.