

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

- Displays will be up for two months except for September when it will be a one-month-only show. This is due to our Antiques at the Gardens event in October.
- 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 WORK:** The Library requests a donation of 30 percent (30%) of the gross sales for any works sold as a result of this opportunity to exhibit. We will collect all monies for art sales and send you check as each piece sells.
- **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.
- **The only time we do a one month display is in September. This is due to Antiques at the Gardens during October.**
- If your work sells during your exhibition time, you are welcome to hang more work in the gallery.
- All art work must be framed, unless it is a medium that does not allow it. Gallery wraps are fine.
- We no longer accept photograph unless it is something EXTREMELY out of the norm.
- You will be responsible for hanging your own show. We now have a gallery hanging system with secure fasteners. Tape may NOT be used on the walls. If you need a ladder or step stool you must bring your own. We cannot supply you with either.
- The two walls measure 20'5" and 15'5". If you do not have enough work for both walls please give us ample notice.
- Please place a bio on the wall with your art work. People want to know about you and your work.
- 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 know as soon as possible so that we have time to find a replacement. If you cancel without prior notice you will not be allowed to display in the gallery in the future.
- Please **DO NOT** drop by to meet with Hope or Jason. Call to make an appointment before you come.
- The Gardens will send your information out in all of our social media. We will also send out art show information in the bi-weekly Dirt-Elert. If you would like to send something in as well, please feel free to do so. It is better to have two submissions than none.
- **If you are making your own submissions to the media, the name of the gallery is: The Library Art Gallery at Birmingham Botanical Gardens and the library name is: The Library at Birmingham Botanical Gardens. Please use them properly.**
- If you would like to have a reception, please contact Jason Kirby at 205.414.3967 or [jkirby@bbgardens.org](mailto:jkirby@bbgardens.org).

If you have any additional questions, please contact:

Hope Long

205.588.4593

[hlong@bbgardens.org](mailto:hlong@bbgardens.org)

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