



## General Guidelines for Exhibitions in the Hunnewell Lecture Hall

*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 Building Visitor Center; to express the beauty, complexity, and importance of nature and science 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—aesthetically, thematically, or culturally. Artwork must be mounted and framed in a professional manner and ready for installation. Three-dimensional work, including sculpture, or work that would interfere with other uses of the space is not allowed.

**Limitations:** All physical exhibitions are in the Hunnewell Building Lecture Hall (HBLH). The HBLH is a multipurpose room without professional exhibition attributes such as dedicated lighting, climate control, or security. Work is hung by nylon cords and hooks from a picture molding. Nothing can be screwed or nailed into the walls. **A virtual show on the Arboretum's website may accompany the HBLH show.**

**Publicity:** The Arboretum will publicize shows through the website, inclusion in monthly publicity mailings, email update to members, social media, and seasonal publications when possible. The artist may send postcards or additional mailings to his/her/their own mailing list at his/her/their own expense. The Arboretum will not share mailing lists with artists. The artist must show any proposed card to the curator before it is printed and mailed.

**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 holds an opening reception, usually the first Saturday or the first night of the exhibition 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:** Artists provide text for labels, and the Arboretum makes and applies labels to the walls. The artist is present for installation, ideally will assist in hanging the work with Arnold Arboretum staff. Artist provides resume and other pertinent information, as well as a price list, created by Arboretum, to be available at the reception. The curator makes the final decision on all installations.

**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. Artwork may be listed as NFS.

**Selection Criteria:** Artwork must fulfill the Artistic Guidelines, and Artists must agree to the General Guidelines described above, as well as show representative samples of his/her/their work for consideration by the Exhibition Coordinator. Because of a limited schedule of exhibitions, as well as criteria, not all artists wishing to participate can be selected. 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. Arnold Arboretum Coordinator of Exhibitions*