



D E L A W A R E

CENTER FOR
HORTICULTURE

Cultivating a greener community

The Community Gallery at DCH Exhibitor's Agreement

This agreement is between **The Delaware Center for Horticulture** and _____ (Exhibitor) exhibiting at the DCH Gallery.

EXHIBITION DATES:

RECEPTION DATE: DCH participates in the "Art Loop", presented by the City of Wilmington Mayor's Office of Cultural Affairs. Reception date is _____.

WORKS EXHIBITED: The exhibitor is responsible for selecting the pieces to exhibit. Shows may be juried. DCH maintains the right to reject a piece of work from being exhibited. All pieces submitted must be priced for sale, unless other arrangements are made with Marcia Stephenson, Special Events Coordinator. Subject material must:

- relate to plants or horticulture or environmental themes, or
- help promote DCH's mission, "cultivating a greener community; inspiring appreciation and improvement of our environment through horticulture, education and conservation.
- Examples of work accepted: paintings, prints, photographs, sculpture, ceramics, clothing and jewelry. Can be metal, fiber, wood or mixed media.

INSTALLATION AND PICK-UP OF WORK: You are responsible for delivery of your work, hanging the show, and adjusting the lights. Work must be in good condition, framed and/or ready to install. Any special requirements for hanging/installation should be discussed in advance of the exhibition. Work must be installed at DCH by 5 p.m. on _____ and removed by _____ unless other arrangements have been made in advance with Marcia Stephenson, Special Events Coordinator.

GALLERY SPACE

The gallery is 12' x 36' with glass walls along one side and track lighting overhead. Alterations to DCH property are not permitted. It may also be possible to stage outdoor pieces in the courtyard.

The Exhibitor is welcome to staff the space during special events or programs.

EDUCATION: You are responsible for preparing and installing labels next to each work including artist name, title of work, medium, dimensions and price. A list of pieces and information about the artist(s) should also be provided.

PUBLICITY: DCH will promote gallery exhibits to its membership and constituency through its quarterly *Coming Events*, *The Gardener* publication, and on its website. DCH will submit our art gallery schedule and digital images to regional calendar listings and to the *Art on the Town* publication. DCH reserves the right to edit and make decisions for all its publications.

DCH does not produce "rack" cards that describe the work in each show but you are welcome to do so. Any materials that you provide will be available in the gallery on our information table. You are responsible for any additional publicity.

PROMOTION: The Community Gallery will participate in Wilmington's Art Loop the first Friday of each month except for January. DCH will provide some refreshments for art loop openings and will staff openings. The artist or Exhibitor may provide additional refreshments.

The Exhibitor is encouraged to promote the show to its constituency and send out invitations to show openings which may coincide with Art Loop or may be scheduled at a different time.

INSURANCE: DCH insures artwork against loss or damage while under the control of DCH- from the installation date to removal. Coverage is not provided for transportation of art pieces. All work must be priced for insurance purposes. The building is protected by a security system when closed. A digital photo will be taken of each piece in the show by DCH for insurance purposes.

COMMISSION: DCH will accept payment for artwork. Sold pieces will not be removed until the end of the show unless other arrangements have been made through Marcia Stephenson, Special Events Coordinator. DCH can accept cash, checks, Mastercard, Visa and American Express payments. DCH will keep 20% of the sale price and forward the remainder to the exhibitor. DCH will provide the purchaser with an acknowledgement of their purchase, which will also be copied to the exhibitor. Artists or exhibitors are expected to complete a W-9 tax form.

OTHER REQUIREMENTS:

- Guests at rented facility functions will have access to the gallery during their function and may use the gallery for seating or buffets. For that reason artwork that covers the floor or takes up more than 25% of the floor space would not be suitable. Artwork may not be touched or altered in any way during these functions.
- DCH is a smoke-free property. Smoking is not permitted anywhere inside or outside the facility. Smoke machines are prohibited.
- Dogs (except working dogs accompanying disabled persons), cats and other pets are not permitted on the grounds or in the building.
- **All artists or groups must become members of the Delaware Center for Horticulture at the Individual rate (\$40), Senior Citizen rate (\$35) or higher.**

I hereby agree to the terms of The Delaware Center for Horticulture's gallery contract.

Exhibiting Group or Artist

Accepted: Exhibitor Representative or Artist Date

Home phone Work phone Cell Phone

Fax Email

Please complete and sign this agreement and return it at your earliest convenience to:

Marcia Stephenson
Delaware Center for Horticulture
1810 N. Dupont Street
Wilmington, DE 19806
(302) 658-6267 fax

Please make a copy for your records.