

Arcangel Gallery

at The Buffalo and Erie County Botanical Gardens Exhibition Application & Guidelines

Artist Name:

Artist Company:

Address:

Phone: Email:

Website:

Type of Exhibit: (Photography, Artwork etc...)

Exhibit Overview:

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Arcangel Gallery

at The Buffalo and Erie County Botanical Gardens

Exhibition Guidelines

1. The intent of the Arcangel Gallery at The Botanical Gardens is to display photography and/or artwork that reflects first, The Botanical Gardens, its horticulture residents, nature in general, Western New York life, architecture etc... First preference will be given to applicants that highlight The Botanical Gardens.
2. The Arcangel Gallery at The Botanical Gardens is open to the public daily 10am-5pm and open to all afterhours events. Exhibits must be appropriate for all ages and audiences. Anything that may be seen as offensive or political in nature will not be considered.
3. Applicants must provide 3 digital images of your work on CD or via email (to egrajek@buffalogardens.com) at the time of application submittal.

I - Artist's Responsibilities

- 1) Works should be framed completely; including wire at the back (*Canvas that may not be framed must be ready for hanging*).
- 2) The artist is responsible for packaging, shipping, delivering, removing, pick-up and insurance of work during transport to and from the Arcangel Gallery, and during the exhibition at the Arcangel Gallery. Artists should attend and do everything themselves. **The Arcangel Gallery has no responsibility for the damage or loss of the artworks during shipping, delivery, exhibit, removing, pick-up and returning, this is the artist's responsibility.**
- 3) Installation and removing the works must be done by the artist(s) with the assistance of a Gallery staff member.
- 4) Allow the works in the exhibition to be photographed by the public and the Arcangel Gallery staff for purposes of documentation and publicity.
- 5) Labels of the works should be made by the artists on a white board, including **"Title", "Name of the Artist", "Media", "Date" and "Price"**.
- 6) The Artist will become a member of The Buffalo and Erie County Botanical Gardens Society, Inc. (\$60 Fee)

II - Arcangel Gallery Responsibilities

- 1) Promote the exhibition through regular membership mailings, press releases etc... All artist and exhibit information must be emailed and/or delivered to the Arcangel Gallery one month before the date of exhibition by the artist.
- 2) Coordinate sales of artworks. The Arcangel Gallery receives 40% administrative fee from purchased works in the period of the duration of the exhibition. New York State Sales Tax (8.75%) is also charged on all sales. Artworks **must** remain in the art gallery until the end of the show.

III – Fees & Costs

Membership fee must be paid by the artist(s) at the time of signing the exhibit contract:

- 1) Exhibit Fee for an individual or group exhibition - 40% of sales go to the Arcangel Gallery as mentioned.
- 2) The Buffalo and Erie County Botanical Gardens’ annual membership fee (\$60 for each artist for one year).
- 3) Delivering, handling, packaging and shipping to and from the Arcangel Gallery must be done by the artist(s). The Arcangel Gallery has no storage, and delays for removing the works will require a \$50 storage fee for each day.
- 4) If the artist(s) would like to have a reception, the artist(s) must organize the reception and pay all the costs associated.

Fees paid by the artist:

Membership Fee: \$60.00 (Membership fee must be paid by the artist(s) at the time of signing the exhibit contract)

Exhibit Fee: 40% of any artwork sales go to the Arcangel Gallery

V - Insurance

The Arcangel Gallery is not responsible for any loss, theft, or damage to the Works of Art while in its possession or on display; specifically from the date of delivery to the Arcangel Gallery until the date of delivery to a Purchaser or repossession by the Artist. All reasonable care will be taken with Artwork. The Arcangel Gallery assumes no responsibility for artwork damaged upon receipt or during return. The gallery will do all possible for the safe handling and display of artwork. We suggest that artists insure their work privately for adequate protection in all potential situations and declare the correct value when shipping work via a courier.

Signature: Date:

By signing and submitting this application, you are able to fulfill all exhibit requirements. You will be required to sign an exhibit contract if chosen to exhibit at the Arcangel Gallery.

Current Exhibit

