



26th Annual Art in the Arboretum

November 5-7, 2021 (Rain date: November 12-14, 2021)
 New Hanover County Arboretum • 6206 Oleander Drive • Wilmington NC

ARTIST PROSPECTUS



“Kids Feeding Koi “ compliments of Evelyn Fischer

The fall splendor of the Arboretum gardens provides a perfect backdrop for the largest coastal outdoor art show and sale in North Carolina. The Friends of the New Hanover County Arboretum and the New Hanover County Cooperative Extension, in conjunction with the Wilmington Art Association, present this three-day Art Show and sale. Proceeds support the Arboretum’s projects and programs to help keep these gardens one of the most beautiful gems in New Hanover County.

Dates to Remember

Monday, July 26	Registration opens for new & returning artists in Friends-NHCArboretum.org
Sunday, September 26 (midnight)	Deadline for artist registration, registration payment and 2 uploaded images to be juried
Tuesday, October 5	Accepted artist list posted; notifications sent to accepted artists
Friday, October 29 (midnight)	<u>2D Artists only</u> - Deadline to have art inventory entered into MYSALEMANAGER and bar codes printed
Tuesday, November 2 (9:30 am-1pm)	2D Artist check-in & drop-off of art (gallery pieces and binwork) at front of Admin Building
Tuesday, November 2 (9:30 am-1 pm)	3D Artists with only gallery pieces - check-in & drop-off at front of Admin Building
Thursday, November 4 (9:30 am-2 pm)	3D Artist check-in & set-up at front of Admin Building
Friday-Sunday, November 5-7	Art Show and Sale - 10am until 4pm daily
Saturday, November 6 (5-7pm)	Artists' Reception; Announce People's Choice Award Winners on Grand Lawn under Main Tent
Sunday, November 7 (4:15pm)	Close of Show & Breakdown of displays (<i>allow final checkout for customers; breakdown of displays not allowed before 4:15 pm - let's let our last customers shop!</i>)
Sunday, November 7 (4:45-5:30pm)	Artist check-out/pick-up of unsold artwork at front of Admin Building; (<i>No 2D art or 3D gallery art can be picked up prior to final reports being produced after close of show</i>)



Online Registration Process


Register Online at Friends-NHCArboretum.org before midnight, Sunday, September 26, 2021
Returning artists, use the "Returning Artist" button link; New artists, use the "New Artist" button link
Select the category or categories an artist wishes to enter; you may enter 2D, 3D or both; fees apply per each category entered
Click on the Pay Now link; the artist will be redirected to Pay Pal. The artist may pay with their Pay Pal account or using the credit card option at the bottom of the payment screen
Once payment has been submitted, the artist MUST select the "Return to Merchant" button link to return to MYSALEMANAGER. Registration will not be complete if this step is not taken. New artists, upon returning to MYSALEMANAGER, the Consignor ID# will be provided
All new artists and all returning artists, 2D and 3D, unless otherwise notified, must upload an image of 2 representative examples of their artwork to be juried by the Art Committee. These images should be the artwork that will be shown at the show. The artist may upload images at Friends-NHCArboretum.org . These 2 images must be uploaded one at a time as a jpeg and must not exceed 2mb.
For instructions on resizing an image, please see this link: Resizing an Image
For any artist who cannot complete their registration in the Online format, they are welcome to contact the Arboretum office for assistance in completing their registration. Angie - 910-798-7670 or Roben - 910-798-7671

Registration Fees, Terms & Conditions

2D Artist Entry - Wilmington Art Association Current Member (membership will be verified)	\$25.00
3D Artist Entry - Wilmington Art Association Current Member (membership will be verified)	\$25.00
Artists submitting both 2D & 3D Entries - Wilmington Art Association Current Member (membership will be verified)	\$50.00
2D Artist Entry - NON-Wilmington Art Association Member	\$35.00
3D Artist Entry - NON-Wilmington Art Association Member	\$35.00
Artists submitting both 2D & 3D Entries - NON-Wilmington Art Association Member	\$70.00
Entry fees are non-refundable unless Show is canceled by host. If Show is postponed, all artist registration fees will be applied to the new date unless artist has a conflict and cannot be part of the Show. A refund will be issued only upon request	
All sales will be handled through the Friends of the NHC Arboretum; NO independent sales allowed at the Show	
Artists will receive 70% of proceeds from the sale of their art; Friends of the NHC Arboretum will retain a commission of 25% and the Wilmington Art Association will receive 5% on all art sold during the Show as part of this fundraiser	
NC sales tax will be collected and remitted by the Friends of the NHC Arboretum	
The Art Committee reserves the right to remove or reject art from the Show that is deemed inappropriate	
All art works will be handled with care. Neither the NHC Cooperative Extension, the Friends of the NHC Arboretum, New Hanover County nor the Wilmington Art Association will be held liable for loss or damage of artwork from handling, viewing and exhibition, theft, or use during the set-up, display and closing of the event	

What to Know - 2D Artwork and Binwork

2D artwork includes paintings, photography, drawings, textiles, banners.
All gallery-hung pieces must be originals. No giclee, prints or reproductions will be hung in the gallery.

2D ARTWORK SPECS	
Art pieces allowed	Art work will be juried for acceptance; 2 original pieces can be hung in the gallery; must not have been shown in this Show within the past four (4) years (excluding the 2020 Virtual Art Show).
Mediums allowed	Acrylic, alcohol ink, collage, digital art, drawing, colored pencil, egg tempera, encaustic, stained glass, gouache, metal, mixed media, oil, pastel, printmaking, textile, watercolor, traditional fine art photography, digital conceptualization photography. (For any other medium, contact the Art Committee for approval)
Size limit - to edge of frame	MAX WIDTH- 50 inches MAX HEIGHT - 50 inches
Diptych or Triptych	Must be connected and not exceed the 50 inches overall size limit
Weight	20 lb maximum including frame
Plexiglas	Any piece larger than 30 inches in any direction, that would require glass, must use Plexiglas
Professional presentation	Quality frames on 1.5 inch gallery wrapped canvas OR gallery wrapped pieces MUST have finished edges
Mats	Mats are optional and color is the choice of the artist
Hanging & framing	Art for the gallery must be wired for hanging; No sawtooth hangers; Enough slack must be left in the wire so the piece can be easily hung; Must have a 3-inch drop from the top of the frame to the peak of the wire; 3/4 inch (or less) gallery wrap pieces must be framed
Identification	Print two (2) bar codes from MYSALEMANAGER; affix one to back upper right corner & one to front upper right corner. Add personal label to front upper left to include name, title of artwork, medium, price and size
If artwork sells	Artist will be notified if a gallery piece sells; artist can bring a replacement piece of approximately the same size; (all specifications noted above apply); artwork must be checked in before it can be hung in the gallery
2D BINWORK SPECS	
Artist bin	 Bin to be provided by artist and available at check-in; affix name to inside of bin; must be standard medium bin size of 42 inches height when closed x 24 inch width; black canvas only; no other sizes or types allowed ; Art Committee will provide standard artist identification for display; business cards are not to be displayed on bin
Quantity allowed	10 pieces are allowed in the bin; no frames or glass allowed; reproductions are allowed, but must be labeled as such
Size limit of pieces	MAX WIDTH - 24 inches MAX HEIGHT - 24 inches
Wrapping	Binwork must be enclosed in Krystal (or another brand) Seal Archival Art & Photo Bags
Wrapped Canvas	Must have white form core or mat board cut to fit to edge of artwork
Plein Air Panels	Hard white canvas panels do not need foam core or mat board backing
Paper	Artwork must have white foam core cut or mat board to fit edge of artwork
Photos	Must have white foam core cut or mat board to fit edge of artwork
Bar code	Binwork must have one bar code from MYSALEMANAGER affixed to front right upper corner
Identification	Add personal label to front upper left to include name, title of artwork, medium, price and size; note if art piece is a reproduction
If binwork sells	Artist will NOT be notified if binwork sells; Artists must monitor sales of binwork to determine if replacement pieces are needed; (all specifications above apply); artwork must be checked in before it can be added to the bin



What to Know - 3D Artwork

3D Artwork includes ceramics, sculpture, glass, metal, wood, stone, textiles, gourds and jewelry.
(For any other medium, contact the Art Committee for approval)

Set up of art work - OUTDOOR	Outdoor 3D artists will set up their own installation with guidance from the Art Committee on Thursday
Set up of art work - GALLERY	3D art work displayed in the gallery on pedestals are limited to 2 pieces; 3D artists will check in their art work on Tuesday with the 2D artists. The Art Committee will be responsible for displaying their art pieces. If art piece sells, artist can bring a replacement piece (all specifications noted above apply); artwork must be checked in before it can be displayed in the gallery
Sales of items and bar coding	3D artists displaying IN THE GALLERY, should add their items to MYSALEMANAGER and print two (2) bar codes to be presented at check-in. 3D artists displaying OUTSIDE do not need to have bar codes. Standardized sales slips will be provided for their use during the show and will be issued at check-in
Presence at show	3D GALLERY artists do not need to be present during the show. Instead, volunteering for a 3-hour shift is highly encouraged 3D OUTDOOR artists with tabled items (small items) will be required to staff their displays during the entire Show either personally or by representative. If by representative, please advise the Art Committee prior to check-in, with the name of the person(s) assisting with their display For 3D OUTDOOR artists with large garden art, their presence at the show is optional. Volunteer Garden Attendants will monitor their displays and assist in the sale of their items. If not attending their displays during the Show, they are highly encouraged to volunteer for a 3 hour shift
Friday conflicts	If a 3D artist has conflicts with the Friday schedule, please discuss with the Art Committee
Display supplies	3D artists must provide tables, chairs and any other items needed for display of their art
Demonstration of art process	Requests for demonstrations of art in process should be discussed with the Art Committee
Display locations and tents	NEW in 2021: 3D OUTDOOR artists are being given the option to bring their own tent for their display and the popular Artisan Avenue will return. Upon acceptance to the Show you will be able to request a preferred location. Limited space will be available for all options. All requests will be considered but final assignment will be made by the Art Committee based on space and displays.
Sales process - small items	For 3D OUTDOOR small items artists, standardized sales slips will be issued during check in Each slip will be preprinted with artist name and consignor # Upon sale of an art piece to a patron, complete the description, quantity and per item price; <i>(no need to tally the total amount; use descriptions that will help track and identify the item for artist purposes)</i> Give sales slip to patron; set the sold item aside to be given to patron upon receiving proof of payment When patron returns with proof of payment, exchange the sold item for the sales slip of item purchased Note, the patron's payment receipt may contain purchases from multiple consignors; locate the item sold on the list for proof of payment, but the receipt remains with the patron
Sales process - large items	3D large item artists who will not be manning their display should label each art piece with two (2) removable labels with name, consignor #, description and price. The Volunteer Garden Attendant will assist the patron in the purchase and redemption of the purchased art
Securing of art & displays	Each artist is responsible to cover and/or secure their art work at the end of each day. Artists using their own tents are responsible for securing and stabilizing their own tents. Tent stakes must be approved by the Art Committee and Grounds Staff. Tent sides are encouraged for securing items and protecting them from nighttime moisture.



Art Committee Contact Information

Art Committee	Harriet Forbis	hmforbis@gmail.com
	Elaine Cooper	elainerogerscooper@gmail.com
	Lori Peterson	lpeterson2@ec.rr.com
School Youth Art Program	Jacki Booth	jacqueline.booth@nhcs.net
Registration process information	Gary Stephens	garystep1@gmail.com
General Arboretum show questions	Roben Jarrett	910-798-7671 or rjarrett@nhcgov.com

People's Choice Awards

1st Place - 2D and 3D Artists	\$100 and Place Ribbon, plus free registration for 2022 Show
2nd Place - 2D and 3D Artists	\$ 75 and Place Ribbon
3rd Place - 2D and 3D Artists	\$ 50 and Place Ribbon
People's Choice award winners to be announced and awards presented at Artists' Reception, Saturday evening, November 6, 5-7 pm	

Registration & Information Links

Registration for Art in the Arboretum - My Sale Manager	Friends-NHCArboretum.org
2021 Artist Prospectus	Friends-NHCArboretum.org
My Sale Manager-returning artists	Returning Artists Register in MySaleManager
My Sale Manager-new artists	New Artists Register in MySaleManager
Upload art photos for jurying process on Friend's Website	Friends-NHCArboretum.org
Print bar codes from My Sale Manager	MySaleManager
Volunteer Sign-Up through SignUp Genius	Volunteer Sign-Up Genius
Accepted Artists List on Friend's Website	2021 Accepted Artists
Instructional video for uploading art inventory and bar code printing	Art Inventory and Bar Code Printing