

# **GARVAN WOODLAND GARDENS EXHIBITION RULES**

## **Selling Show**

- 1) This is a selling show.
- 2) A 20% commission is charged for each painting that sells, and all paintings that are entered Must Be for Sale
- 3) Only members in good standing may enter
- 4) Artwork must have wired hangers. No saw tooth hangers are permitted. Not all artwork need be framed, if it is Gallery Wrap Canvas (finished on all sides), or Clay Board Mount on Wood. If an entered piece does not comply, the Show Chairperson may reject it. All decisions by the Chairperson will be final on what, and where, paintings are to be hung
- 5) Artwork must be delivered on the specified date, time and place
- 6) Artwork must be picked up on the specified date, time and place
- 7) Artwork must be bubble wrapped, envelope style, for hauling safety. Please print you name on the bubble wrap envelope for return of artwork.
- 8) A card must be placed on the front and back of the painting with the following information:
  - a. Artist name
  - b. Title of painting
  - c. Medium
  - d. Price of painting (remember, 20% commission goes to Garvan Gardens)
  - e. Phone number of the artist

The Chairperson will determine the size of the painting. This will be announced when request for entries are made.

The size is to be determined by measuring the canvas or glass.

### **Brush Strokes is an association of members promoting original fine art.**

As such, only original artwork or prints of your original artwork may be submitted. Please, no copy work, or art done in a workshop where participants paint the same subject. Only artwork done from photos, or photos of others by permission, plein-air, still life, or your own original design and composition, should be entered.

## **Procedures for Sold Paintings**

- 1) Immediately after the exhibit is hung, the Brush Strokes exhibit manager will provide a list of the artwork hung, including title, artist, and price, to Garvan Gardens associates Susan Harper and the Gift Shop personnel ([giftshop@garvangardens.org](mailto:giftshop@garvangardens.org)).

- 2) When a painting is sold, Garvan Gardens collects the money and handles payment of sales tax.
- 3) Within approximately two days, the Gift Shop notifies the exhibit manager of the sale.
- 4) The exhibit manager will then notify the artist that a replacement painting needs to be hung and that a W-9 needs to be completed, signed, and returned to Susan Harper at Garvan Gardens before payment will be issued. The W-9 form will be emailed to the artist to print and complete. The completed W-9 can be
  - a) faxed back to Susan Harper at (501) 262-9301, or
  - b) hand delivered along with the replacement painting, or
  - c) mailed to:

Attn: Susan Harper  
Garvan Woodland Gardens  
540 Arkridge Road  
Hot Springs, AR 71913
- 5) When Susan Harper receives the W-9, she will forward it to the University Accounts Payable system, which will then mail a check to the artist for the price of the painting less the 20% commission for Garvan Gardens.
- 6) If the artist takes a replacement painting to Garvan Gardens, rather than the exhibit manager delivering and hanging it, the artist needs to inform the exhibit manager of the title of the piece and the price so the exhibit manager can send an updated list to Susan Harper and the Gift Shop.