

BRUSH STROKES

GARVAN WOODLAND GARDENS JULY 2017 EXHIBITION RULES & PROCESSES

- 1) This is a selling show.
- 2) Garvan Gardens collects a 20% commission on each painting that sells and all paintings that are entered Must Be For Sale; entrants must complete the appropriate form.
- 3) Garvan Woodland Gardens notes that the paintings that sell the best are of the Gardens or nature scenes and asks that “*no puppies, kittens, African animals or Elvis on black velvet =-) be shown.*”
- 4) Only members of Brush Strokes, in good standing, may enter.
- 5) Artwork **must have wired hangers. No saw tooth hangers are permitted.** Artwork must either be: 1) Framed, 2) Gallery Wrap Canvas (finished on all sides), or Clay Board Mount on Wood. Entered pieces that do not comply will be rejected. All decisions by the Exhibition Manager will be final on what, and where, paintings are to be hung.
- 6) Only original artwork may be submitted. 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 of the photographer, plein air, still life, or the submitting artist’s original design and composition should be entered.
- 7) Artwork must be bubble wrapped, envelope style, for hauling safety. Artists are to print their names on the bubble wrap envelope to ensure return of their 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, a 20% commission on that price goes to Garvan Gardens)
 - e. Phone number of the artist
- 9) Entrants must complete and deliver, with their artwork, a completed University of Arkansas Office of Business Affairs Vendor Identification Information form (attached); failure to complete the form will result in rejection of the submitted art. When paintings are hung, the forms will be given to Garvan Gardens to facilitate payment on paintings that sell.
- 10) Artwork must be delivered on July 1 to the Coronado Center (150 Ponderosa Way, Hot Springs Village, AR) porte cochère between the hours of 9:00 a.m. and 10:30 a.m.
- 11) Artwork will be hung in the Magnolia Room at Garvan Woodland Gardens by the Exhibit Committee on Saturday, July 1 between the hours of 1:00 p.m. and 3:00 p.m.
- 12) Artwork will be displayed until sold or removed by the Exhibit Committee on the morning of Monday, July 31.
- 13) Artwork must be picked on Monday, July 31 at (location to be determined) between the hours of 1:00 p.m. and 3:00 p.m.
- 14) When a painting is sold, Garvan Gardens collects the money and handles payment of sales tax.
- 15) When a painting is sold, Garvan Gardens will, within approximately two days, notify the the exhibit manager that a replacement painting needs to be hung. The exhibit manager will notify the artist, coordinate its delivery to Garvan Gardens, and provide an updated list of art to Garvan Gardens.
- 16) After a painting is sold, Garvan Gardens will forward the University of Arkansas Office of Business Affairs Vendor Identification Information form to the University of Arkansas Accounts Payable system, which will mail a check to the artist for the price of the painting, less the 20% commission for Garvan Gardens.
- 17) A maximum of forty artists will be accepted for the exhibition. If an artist wishes to enter two pieces, the artist must so indicate when signing up for the exhibition; the second piece will be considered, if space permits, on the basis of the order in which artists sign-up for the exhibition.
- 18) Acceptance of applications to participate in the exhibition will close on at 5:00 p.m. on June 16, 2017.
- 19) By submitting artwork for the exhibition, artists indemnify and hold harmless Brushstrokes, Garvan Woodland Gardens, the University of Arkansas, and their respective employees or agents for any loss or damage to submitted artwork.



Office of Business Affairs
Vendor Identification Information

PLEASE PRINT OR TYPE

No payments will be released until this form is received and the information has been verified with the IRS.
If Sole Proprietorship or Individual, start at item 1; otherwise start at item 2.

1. Last Name MI First Name
2. Business Name
3. Address
4. City State Zip Code 5. E-mail Address
6. Contact Name
7. Phone: () - area code 8. Fax: () - area code

9. TAXPAYER IDENTIFICATION NUMBER (TIN):

Employer Identification Number (EIN):

(For Corporations, Trusts, Estates, Pension Trust, Associations, Clubs, Religious, Charitable, Educational, or other tax-exempt organizations, Partnerships, Brokers or registered nominees, Sole Proprietorships)

Social Security Number (SSN):

(For Individuals and Sole Proprietorships)

Legal Name of Entity that appears on your Federal Tax Return (This should correspond with the EIN or SSN provided above)

10. LEGAL STATUS: Check only one (1).

- Corporation
Individual/Sole Proprietor
Partnership
Non-or Not For Profit
Non-Resident Alien
Foreign Corporation

11. INDICATE HUB STATUS:

- Black Owned
Asian Owned
Hispanic Owned
Native American Owned
Woman Owned
8(a) Small Business Enterprise
Small Disadvantaged Business
HUBZone
Veteran Owned
Disabled Veteran Owned Hispanic Owned

12. INDIVIDUAL STATUS: Check only one (1).

- U.S. Citizen
I am a permanent resident (green card holder)
I am not a U.S. Citizen

13. Preferred delivery method of Purchase Orders:

- E-mail to:
Fax to:

14. Under penalties of perjury, I certify that the information provided above is true, correct and complete.

Signature

Title

Print Name

Date

Please fax the completed form to: (479) 575-4158
Or mail to University of Arkansas, 321 Administration Bldg, Fayetteville AR 72701.

For Office use Only:
Vendor No. _____