

Robinson Nature Center Exhibit Guidelines and Procedures

Underlying Principles

The space for exhibiting art in the James & Anne Robinson Nature Center (RNC) is a community cultural space with the purpose of displaying artwork by local artists. The goal for this space is to draw attention to the aesthetic and intrinsic value of the natural world, encourage an appreciation for wildlife and biodiversity, and celebrate our local, cultural history in Simpsonville, Columbia, Howard County, and the Chesapeake Bay region.

Applications

Individuals and groups interested in utilizing the exhibit space at RNC are encouraged to submit an application to do so. A committee consisting of staff, volunteers, and Friends of RNC will evaluate each application and select artists. Final acceptance of the artwork will be the *sole discretion* of this committee. Applications will be evaluated on a first-come, first-served basis. All work must be original by the submitting artist. Artwork should be submitted in images on a CD with at least 5 and no more than 14 potential images; if the artist has a website that features the pieces, a written description of the pieces to be viewed on the website will suffice, or a document with links to these images. Along with the images of work, a description of each piece and a price list must also be included.

Robinson Nature Center charges a non-refundable \$20 application fee to help us cover administrative costs.

Procedures and Notes about the Exhibit Space:

- RNC has two exhibit spaces. The first is the wall opposite the Chesapeake Bay Watershed exhibit on the first floor. While all media is acceptable, the space cannot accommodate three dimensional artwork, only artwork framed and ready to be hung (i.e. photographs, paintings) and no heavier than 25 lbs. each. Additionally this exhibit area is somewhat limited in the space available for each piece – there are only 8 hooks with only 45 inches between each hook. The second space is in the atrium of the Mezzanine level. This space is less structured and will be primarily used for professional loan exhibits.
- Artwork exhibited on the first floor will hang for a period of three months. Installation and removal of the artwork is the responsibility of the exhibitor and a schedule of times for each will be determined with RNC staff.
- Artists must also register with Howard County as a vendor, in order that a check for the balance of art work sales may be written to the artist at the conclusion of the show. (Staff at RNC will provide the appropriate forms for this process.)
- RNC reserves the right to select individual works to be shown with the works of other artists, or may provide the opportunity for a single artist show.
- As the RNC is not an art gallery and the space is open to the general public (including children), the nature center reserves the right to decline to display any work for any reason.
- At the time of drop-off, artist should bring with them: (1) an artist statement and biography; (2) a list of works being exhibited with prices; (3) business cards, postcards, or flyers with artist preferred contact information

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Sale of Artwork

It is intended that artwork displayed at Robinson Nature Center will be offered for sale. The pieces shall be discreetly numbered and an itemized price list will be kept at the front desk and in the lobby area. Robinson Nature Center will conduct the sale of the work and requires a 20% commission on all works sold. Any works sold will be labeled as such and remain on display for the duration of the show. Purchases must be picked up by buyers at the conclusion of the show. It is the responsibility of the artist to pick up any pieces not sold at the conclusion of the show.

Opening Reception

Robinson Nature Center may choose to host an opening reception for the exhibit once the artwork has been hung. Marketing and refreshments will be the responsibility of the nature center, although effort will be made to coordinate the reception with the artist.

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Application for Use of Robinson Nature Center Exhibit Space

Thank you for your interest in exhibiting at the Robinson Nature Center. Please complete the following application form and return it when you submit images of your artwork.

Artist Name					
Address					
City		State		Zip	

Home Phone	
Work/Cell Phone	

Email address	
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Please briefly describe the work that you wish to exhibit at the nature center including what connection the work has to Robinson Nature Center's mission of connecting people with nature.

Please indicate the price range of the art you will be offering?

Please attach an itemized list of articles to be displayed at the Robinson Nature Center along with images of the artwork either printed or on a CD.

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Robinson Nature Center Exhibit Space Release Agreement

Name					
Address					
City		State		Zip	
Home Phone					
Work/Cell Phone					
Email address					

Please date, sign, and attach an itemized list of articles to be displayed at the Robinson Nature Center.

Installation Date:

Removal Date:

I, the undersigned, for myself and/or my child have received and read a copy of the Robinson Nature Center Exhibit Guidelines and Policies and agree to abide by all its rules and regulations. I understand and agree that in offering my works of art to be displayed in the Robinson Nature Center, Columbia, Maryland, that I/we remain solely responsible for the artwork and I/we hold harmless and release Howard County, MD, the Robinson Nature Center, their elected and appointed officials, officers, employees, and authorized volunteers, from any and all liability for injury to people or damages, destruction, loss, or theft of any items that may occur during the display period or during installation or removal of the exhibit, no matter what the cause of loss.

Signature of Exhibitor

Date

Signature of Parent or Guardian if Exhibitor is under 18

Date