

CALL TO ARTISTS

PNBA 14th ANNUAL ELISABETH C. MILLER LIBRARY EXHIBIT

UNIVERSITY OF WASHINGTON, CENTER FOR URBAN HORTICULTURE

NB: Due to Covid-19 restrictions the Elisabeth C. Miller Library may still be closed to the public in April in which case this exhibit will be online and no prints or card inventory will be sold. Please watch the Newsletter, Website and emails for updates.

WHERE: Elisabeth C. Miller Library
University of Washington, Center for Urban Horticulture
3501 NE 41st Street
Seattle, WA 98195

WHEN: Friday, April 9 to Saturday, May 8, 2021 (TBC)

WHO: Members of PNBA and OBA are invited to supply art for this exhibit, inventory (prints and cards) to be sold at the library's annual book sale on April 9 & 10, and during the course of the exhibit by Miller Library staff.

VOLUNTEERS NEEDED:

Volunteers are needed to assist with:

- Receiving and hanging artwork on Thursday, April 8.
- Staffing the sales table at the book sale on Friday, April 9, and Saturday, April 10.
- Staffing the sales table at the Master Gardener plant sale on April 23 and 24.
- Taking down the exhibit artwork on Monday, May 10.

Please contact Margaret Trent at mgtpnba@mgntrent.com to volunteer.

ARTWORK:

Requirements:

- All artwork submitted must be for sale (*except in the event of a virtual exhibit*).
- Framed artwork must be botanical in nature. Related wildlife, insects, habitat, etc., may be included but the botanical subject must be the primary focus of the piece.
- Art must be suitably and safely framed for hanging with wire. Framed artwork with saw-tooth type hangers may be declined. Simple frames are preferred. However, PNBA does not require participants to adhere to the framing guidelines of the American Society of Botanical Artists for this exhibit.
- Plexiglass (acrylic) must be used. Art framed with glass will **not** be accepted.

Selection:

- We hope to hang all submitted artwork. In the event this is not possible, art will be hung according to the following guidelines:
 - Priority will be given to **original** artwork (paintings, drawings, and mixed media) over framed **prints**.
 - We will always try to include at least one piece of art from each artist. In the event of insufficient space multiple pieces, submitted by an individual artist, may be reduced.
 - Please be aware that size may also figure in the selection process. Art with a framed circumference greater than 90" can be difficult to accommodate.

- Please submit a jpeg of each piece you intend to show along with your registration form. This exhibit is **not** juried but if the exhibit is virtual we will require a high quality jpeg, that is 300 dpi, image 8 to 10 inches on the longest side (2400 – 3000 pixels).
- PNBA reserves the right to decline any work that does not meet the above standards.
- All artwork must be clearly marked with a Vendor Inventory Number (VI No.) and price. Please study the sample Art & Inventory Registration Form at the end of this document for details on how to create VI Numbers.

INVENTORY:

Prints and cards can be submitted for sale. These items will be sold by PNBA at the Library's book sale (April 9 & 10) and during the course of the exhibit by Miller Library staff.

Prints must be supported by foam core and wrapped securely in a clear cello envelope or similar. Card art must be inserted into clear cello envelopes. This will help protect your art from damage.

Every item must be clearly marked with a VI Number and price.

DELIVERY AND PICK UP OF ARTWORK:

For details on delivery and pick up of art and inventory, please refer to the Art & Inventory Registration Form.

ART & INVENTORY REGISTRATION FORM:

An Art & Inventory Registration Form must be completed and received by **March 11, 2021**. The form can be e-mailed to mgtpnba@mgtrent.com or mailed to Margaret Trent, PO Box 11668, Bainbridge Island, WA 98110.

Although PNBA and its members will do everything reasonable and within their ability to protect art and inventory from damage, loss, or theft, neither PNBA nor its members can be held responsible for any art or inventory that is damaged, lost, or stolen.

COMMISSION & PAYMENT:

Since the exhibit is a fund-raiser for the Miller Library, a commission of 25% on all items sold will be paid to the library. Items sold at the Master Gardener Plant Sale are not subject to the 25% commission but will have a 10% commission paid to PNBA to help offset the cost of the sales booth. In both cases checks to artists who make sales will be dispersed within 90 days of the end of the exhibit. Artists' checks are for the price of the artwork minus the commission. The commission is based on the price of the artwork before sales tax. All artists are responsible for paying, to WA state, the sales tax associated with the sale of their artwork.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE ART & INVENTORY REGISTRATION FORM

VI Numbers: Each item must have a VI Number. These identifiers ensure that you, PNBA volunteers, and Miller Library staff can easily identify items. This is critical to ensuring correct payment for items sold. The first two characters are the artist's

initials. The next one to four characters are the item number. For example, an original drawing of a Rhododendron might be numbered EF100, and a print of that drawing EF200.

Cards may be grouped together by price. For example, thirty \$4.00 cards can be identified as EF400 (each card being marked with this number, since they are sold individually).

Pricing: All art and inventory must be clearly marked with the price. **Include the sales tax in your price**, and then round up or down (your preference) to the nearest \$1.

Note: Items not marked with a VI No. and price may be excluded from the sale.

SAMPLE ART & INVENTORY REGISTRATION FORM

Artist Name	Address	Contact Information
First: Erica	Street: Rose Street	Phone: 555 5555
Last: Flowers	City/State: Seattle WA	E-mail: ef@ef.com
Date: 3/25/21	Zip: 98444	

Description	Count	VI No.	Medium	Size (incl. frame)	Price
Original Graphite Title: Rhododendron	1	EF100	Graphite	16x18	\$400.00
Title: Crocus	1	EF500	Framed Giclée	12x14	\$275.00
Pine Cone Prints	3	EF200	Giclée Print	8x10	\$25.00 each
Cards @ \$4.00	40	EF300			\$4.00 each
Cards @ \$3.00	20	EF400			\$3.00 each