



25th Annual Art in the Arboretum-Virtual Show and Sale

November 6 thru December 17, 2020
 Online via www.artinthearboretum.com

ARTIST PROSPECTUS

The Friends of the New Hanover County Arboretum and the New Hanover County Cooperative Extension, in conjunction with the Wilmington Art Association, present Art in the Arboretum 2020, an online 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

September 1	Registration opens for new & returning artists
Friday, October 23	Deadline for artist registration and uploading of artwork to be sold in the online show and sale
Friday, November 6 thru Thursday, December 17	Online show and sale at www.artinthearboretum.com

Art Committee Contact Information

Artist information	Harriet Forbis Elaine Cooper	hmforbis@gmail.com elainerogerscooper@gmail.com
Ability Garden artist information	Heather Kelejian	hkelejian@nhcgov.com
Registration process information	Gary Stephens Larry Sackett	garystep1@gmail.com lbsackett@gmail.com
Photo upload information & help	John Ranalli	jaranallinc@gmail.com
General Arboretum show questions	Angie Pearsall Roben Jarrett	910-798-7670 or apearsall@nhcgov.com 910-798-7671 or rjarrett@nhcgov.com

Registration and Policy Information

NO Registration fee for artists for the 2020 online show and sale
All sales will be handled through the Friends of the NHC Arboretum; NO independent sales allowed of art that is part of the online show and sale.
Artists will receive 70% of proceeds from the sale of their art; Friends of the NHC Arboretum will retain a commission of 30% 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
All artwork that has been uploaded for sale will be reviewed by the Art Committee for appropriateness and to ensure it meets the level of quality required by this Show. The Art Committee reserves the right to remove any artwork not meeting the standards of the Show.
As this is the annual fundraiser for the Friends of the NHC Arboretum, all sales will be final. No refunds will be facilitated.
Once an art piece has been sold, the artist will be notified and provided all the necessary contact information for the buyer. It will be the artists responsibility to arrange an in-person delivery or pick-up of the art piece. It is highly encouraged to use only in-person delivery or pick-up of sold artwork, but if an artist chooses to ship the artwork to the buyer, the sole liability and responsibility would be with the artist. If an artist chooses to ship rather than deliver the artwork, the cost of the shipment may be covered by the buyer, however all arrangements would be made and agreed upon between the artist and the buyer.
Artist must make contact with the buyer within 24 hours of notification that an art piece has sold. The buyer will also be given the artist's contact information and may reach out directly to the artist to arrange for delivery or pick-up of the art.
Settlement with artists for completed sales will be processed mid-November, the end of November and at the close of the Show.

Registration & Information Links

Registration for RETURNING ARTIST	Returning Artist (Consignor) Registration
Registration for NEW ARTIST	New Artist (Consignor) Registration
My Sale Manager home page for Artists (after you have registered)	Artist (Consignor) Homepage
Upload inventory - also on Artist consignors homepage	Upload Inventory and Artwork Photos
Request submission of artist biographical sketch (optional)	lbsackett@gmail.com or jaranallinc@gmail.com
2020 Registration "How To" Video	https://www.youtube.com/watch?v=JaBdFHqYYCg

What to Know - 2D Artwork

2D artwork includes paintings, photography, drawings, textiles, banners.

2D ARTWORK SPECS	
Art pieces allowed	Art work once uploaded will be juried by the Art Committee for acceptability. Up to 15 pieces can be submitted in the virtual gallery of which at least 5 must be originals.
Additional art piece allowed for donation	A 16th art piece may be added, (must be an original), with 100% of the proceeds being donated to the Friends of the NHC Arboretum.
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.
Professional presentation	Quality frames or 1.5 inch gallery wrapped canvas; gallery wrapped pieces MUST have finished edges
Mats	Mat color is the choice of the artist
Framed art pieces	Art being sold as framed pieces must follow these guidelines; 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
Photo of framed art pieces	All art work will be uploaded through the My Sale Manager website and will require one photo (2048 x 2048 pix; max size 5 mb). If an art piece is being sold as a framed piece, the photo must display the art piece in the frame. If the art piece is being sold without a frame, it should be photographed without a frame, and that should be noted in the "description line." Example: "10x20 original-unframed"
Number of photos	One photo per piece of artwork is required during the initial upload. If needed, up to two additional photos may be uploaded, but a separate request must be made to the Art Technology Committee at lbsackett@gmail.com or garysteph1@gmail.com .
If artwork sells	Artist will be notified if a gallery piece sells. The artist can upload a replacement art piece, if desired, using the same procedure as the original uploads and must meet the same qualifications, as stated above. The contact information of the buyer will be provided to the artist. The artist will be responsible to make arrangement for delivery/pick-up of the purchased artwork.
Timeframe to contact buyer	Artist must make contact with the buyer within 24 hours of notification that an art piece has sold. The buyer will also be given the artist's contact information and may reach out directly to the artists to make arrangement for delivery or pick-up of art.

What to Know - 3D Artwork

3D Artwork includes ceramics, sculpture, glass, metal, wood, stone, textiles, and jewelry.

Art pieces allowed	Art work once uploaded will be juried by the Art Committee for acceptability; Up to 30 original pieces can be submitted in the virtual gallery
Additional art piece allowed for donation	A 31st original art piece may be added, with 100% of the proceeds being donated to the Friends of the NHC Arboretum.
Number of photos	One photo per piece of artwork is required during the initial upload. If needed, up to two additional photos may be uploaded, but a separate request must be made to the Art Technology Committee at lbsackett@gmail.com or garysteph1@gmail.com .
If artwork sells	Artist will be notified if a gallery piece sells. The artist can upload a replacement art piece, if desired, using the same procedure as the original uploads and must meet the same qualifications, as stated above. The contact information of the buyer will be provided to the artist. The artist will be responsible to make arrangement for delivery/pick-up of the purchased artwork.
Timeframe to contact buyer	Artist must make contact with the buyer within 24 hours of notification that an art piece has sold. The buyer will also be given the artist's contact information and may reach out directly to the artists to make arrangement for delivery or pick-up of art.

Online Registration & Art Upload Process (All links for these steps are also on page 2)

Register as a "[NEW](#)" or a "[RETURNING](#)" artists - There is NO artist registration fee for the 2020 show.

After registration is complete, return to the [My Sale Manager Homepage](#) to begin entering the inventory you wish to sell.

Click on the "Menu" drop down and choose "Work with Consigned Inventory" All pieces for sell must be added one at a time as follows:

#1 Choose the art medium or category of your art piece

#2 Size# - DO NOT USE THIS FIELD

#3 Name or title of your art piece (24 characters)

#4 Description (can include: size, original, print, reprod., framed, unframed) (24 characters) **Note: begin this field with a 'comma'**

#5 Price with NO dollar signs

#6 Quantity is ALWAYS "1"

#7 Choose the saved photo of your art piece to upload

#8 Check this box to indicate that this art piece is "ready to be sold online."

Once all is correct for this art piece, click on "Submit" button

Repeat this process for all pieces you wish to sell in the online show.

If you feel you need additional photos to best represent your art piece, (limited to 2 additional photos), please contact [Larry Sackett](#) or [Gary Stephens](#).

Watch the instructional video on this process: [2020 Registration "How To" Video](#)