



# Brookside Gardens Art Exhibit Application

## Mail or Hand Deliver

Kathy Caisse, Gift Shop Manager  
Brookside Gardens Gift Shop  
1800 Glenallan Avenue  
Silver Spring, MD 20902

Thank you for considering Brookside Gardens Art Exhibit! Please review the attached Brookside Gardens Art Exhibit Procedures before completing and submitting this form.

Date: \_\_\_\_\_

Artist or Group Name: \_\_\_\_\_

Group Representative Name: \_\_\_\_\_

Group Representative Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Primary Email: \_\_\_\_\_

Social Media: \_\_\_\_\_ Website: \_\_\_\_\_

Medium (Please check all that apply):

Paintings  Prints  Photography  Jewelry  Wood  Glass  Binwork

Paper  Other: \_\_\_\_\_ Paint Medium: \_\_\_\_\_

Number of works for sale: \_\_\_\_\_ Number of works not for sale: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Have you previously exhibited at Brookside Gardens? \_\_\_\_\_ If yes, when? \_\_\_\_\_

*I have read and agree to the Brookside Gardens Art Exhibit Procedures*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: This application is the first step in the Brookside Art Exhibit process. Approved exhibitors will be contacted by the Exhibits Coordinator.

For Office Use Only  
Date processed: \_\_\_\_\_  
Processed by: \_\_\_\_\_



## Brookside Gardens Art Exhibit Procedures

Art is an important part of our mission here at Brookside Gardens! Brookside Gardens is a 50-acre, horticultural display garden located within Wheaton Regional Park and welcomes more than 800,000 visitors each year. We are proud to support local artists through our monthly art exhibits. The submission, entry and show procedure will follow the stages below:

**Initial Submission:** Please complete and submit the following via postal mail or hand-deliver to Kathy Caisse (Gift Shop Manager) at Brookside Gardens, 1800 Glenallan Avenue, Silver Spring, MD 20902.

- The attached Brookside Gardens Art Exhibit Application
- An Artist biography
- 10-20 digital samples of your work in jpeg format, photos, a CD, or website address which shows images of your work.
- A non-refundable \$20.00 Application Fee will be processed by phone upon receipt of your application.

We will only accept artwork that is horticulture-focused; landscapes, seascapes (including vegetation), floral arrangements, botanical studies, nature, etc.

**Craft Exhibit Sales:** *NEW!* Brookside Gardens is now accepting handcrafted three-dimensional art for display and sale in our Gift Shop. All works must be for sale. Types of works that are accepted but not limited to are: Jewelry, Glass, Ceramic, Wood, Paper and Fiber. Gift Shop space is assigned in one of two locked glass display case locations and includes glass shelves and lighting. Display space A is 4' wide x 5' high by 2' deep. Display space B is 3' wide x 4' high x 1' deep. Space will be assigned by Brookside Gardens Gift Shop Staff.

**Review and Selection:** Exhibitions are juried. If your works are selected for exhibition, you will be contacted via email by the Exhibitions Coordinator to discuss show details. Brookside Gardens reserves the right to reject any submission for exhibition for any reason. Display of Art for Sale will be scheduled in four- six-week increments following Brookside Gardens annual Art Exhibition Calendar. At the sole discretion of the Exhibitions Coordinator, exhibition schedules and/or venues may be amended or changed. Prospective exhibitors will receive advance notice of any changes.

**Pre-Installation:** Please send your price list to Kathy Caisse, [kathy.caisse@montgomeryparks.org](mailto:kathy.caisse@montgomeryparks.org) one week prior to the start of the show. Your price list should include the date of your scheduled show, your name, address, phone number, email address, medium, titles and prices of each piece; if this is a group exhibit, please list this information for each Artist. If you plan to display unframed giclée prints or original artwork (no larger than 16"x20") in the art bin located in the Brookside Gardens Visitor Center Gift Shop, please list these pieces as BIN WORK on your price list. The bin will hold up to 30 prints and will be divided between the number of exhibiting artists. Please let us know before your show by emailing us at [artatbrookside@aol.com](mailto:artatbrookside@aol.com) if you plan to exhibit prints/art in the bin.

**Installation:** Artists are responsible for hanging their own artwork on the day of installation. Installation must follow the schedule provided to you by the Exhibits Coordinator. Artwork must be similarly framed, matted, and hung with a sturdy wire affixed across the back, and hung approximately 10 inches apart. Clamped glass, cardboard, paste-on or metal sawtooth hangers will not be accepted. All artwork (including bin work) should have a printed, business card sized pricing label affixed to the lower right edge

of the frame. **The label should include your name, title of work, medium, and price.** Please ensure the titles and prices on the labels match the price list and no two works have the same name. 80% of your work should be for sale, unless otherwise approved. If certain works are not for sale, please use Not for Sale "NFS" on your label and price list. Giclée Prints are permitted to be hung and should be labeled accordingly. Please include a framed Artist Biography or Statement with your exhibit. Sold work will be taken by customer at time of purchase unless arrangements have been made with the Exhibits Coordinator. Assigned exhibition spaces must be fully occupied.

Bin work should have a backing and enclosed in a clear bag. Framed work or stretched canvases are not allowed to be displayed in the bin. If presenting giclée prints on canvas please exhibit it as you would a work on paper (flat, not stretched on stretcher bars).

**Public Relations:** If you would like for Brookside Gardens to publicize your exhibit on our social media sites, please include with your submission: a fact sheet or artist's statement about yourself or the exhibiting group and one or two digital images of art work (low-pixel files). You may also publicize your Brookside Gardens Show on your website and to the people on your mailing list. Please list the final date of the show as the day before the show comes down.

**Sales:** Sales will be handled by Brookside Gardens Gift Shop. Brookside Gardens will collect and pay to the State of Maryland 6% Maryland Sales Tax on all sales. Brookside Gardens will receive a commission of 25% for wall and bin art sales and 35% for craft Gift Shop sales made during the exhibit and for a 30-day period after the Exhibit has ended. Brookside Gardens relies upon the Artist to submit the commission on any sales made after the exhibition that were initiated during the Artist show at Brookside Gardens.

**Exhibit Removal:** Artist are responsible for removing their own artwork on the day of take-down. Removal must follow the schedule provided to you by the Exhibits Coordinator. Work should be removed from the gallery immediately after take-down unless prior arrangements have been made for pick up or return shipping. Any artwork that remains after 30 days from the close of the show will become the property of Brookside Gardens. Sold work will be taken by customer at time of purchase.

**Payment:** After the exhibit ends, Brookside Gardens will provide you with a Statement of Artwork Sold, instructions on how to register as a vendor in the M-NCPPC procurement system, and how to submit an invoice for payment. Payments for sold artwork will be made via check within 14 business days of the close of the Art Show and after all necessary documents have been received.

**Indemnification:** While great care will be given to exhibiting artwork, accidents can happen. Artist hereby releases Brookside Gardens, M-NCPPC and its agents, employees and representatives from all liability and responsibility for the cost of repairing or replacing artwork in the event of damage, destruction or loss due to mishandling, vandalism, theft, fire or otherwise. Any insurance must be carried by the exhibitor.

Thank you for taking the time to consider our Art Exhibit! We look forward to having your artwork displayed at Brookside Gardens.

**Contact:**

Debra Halprin, Brookside Gardens Art/Photo Show Coordinator; [Art at Brookside](#)

Kathy Caisse, Gift Shop Manager; [Kathy Caisse](#)