



## Artist Submission Guidelines

The Arboretum accepts submissions from established visual artists whose work will help to further our mission: **to connect people and plants through creative expressions of landscape stewardship, including education, conservation, garden demonstration, economic development and research.** The Arboretum has exhibition spaces where artwork is displayed; artists are encouraged to apply to one of the following spaces:

- **Baker Exhibit Center**

- Exhibit Hall – 2700 square feet

- The Exhibit Hall has adjustable lighting on ceiling track, sheet rock walls for hanging with nails, assorted locking vitrines, privacy and security closure for set up and take down, climate controlled space and is a secure setting. Wall spaces available include:

- 30' 6" length x 10' height
    - 49" length x 10' height
    - 25' length x 10' height
    - 48' 8" length x 10' height
    - Potential moveable wall sections totaling 90 linear feet (front and back)

- Outdoor landscape

- Three 8' x 8' areas designed to receive portions of exhibits that compliment the show thematic.

- **Education Center Gallery**

- Second floor gallery space

- The Gallery is comprised of two areas: a balcony at the top of the stairs and an adjoining gallery and seating space. Both spaces have wall and floor space for exhibits. The balcony wall height is 9'6" and length is 31'6". The balcony itself is 13'8" wide and must be kept open for a walkway. The gallery wall height is 8'10". The space is L-shaped and is roughly 840 square feet. Two wall spaces are available and are 17'9" in length and 20' in length.

- **Various outdoor landscape exhibit areas**

- Can receive art pieces that are designed for exterior display. The Arboretum will determine placement of all outdoor art pieces.

At times, the Arboretum will initiate a formal Request for Proposals (RFP) for specific shows. Please check the Arboretum's website: [www.ncarboretum.org](http://www.ncarboretum.org) for postings of RFPs when applicable.



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To submit your works for review please include the following:

1. Résumé including full contact information (phone number, address, e-mail), artist statement, biography, web site (if applicable) and listing of exhibitions and awards.
2. Up to 10 digital or print images of current work (produced within the last 2 years; no slides)
  - a. Digital images (jpegs) on CD at a maximum size of 2 MB or 300 dpi. Please include title, dimensions, medium, and retail price or value of each piece. Please specify if the work is for sale.
  - b. If you must submit printed images please label each with the above information.
3. Up to three flyers, postcards, etc. from previous shows. (optional)
4. Short project description that addresses the following:
  - a. Which space you are applying to (Baker Exhibit Center, Education Center, or outdoor landscape) and how you would utilize/engage the space.
  - b. How you feel your work connects with the Arboretum's mission statement.
  - c. What kind of resources you need to complete and install your work.
  - d. What kind of events or educational programs you envision being programmed with your work, if any.
  - e. How working with the Arboretum would further your artistic goals.
5. A list of places around the Asheville/western North Carolina area that carry or show your work (if applicable).
6. **Self-addressed stamped envelope (SASE) large enough and with sufficient postage** for the return of materials. **We will not add extra postage to the return envelope, return work at our expense.** We will hold materials for up to three months from date of the notification letter. The Arboretum will make every attempt to safeguard submitted materials, but cannot be responsible for loss or damage. Never send master images or materials.

### Send materials to:

Attn: Clara Curtis/ Art Submissions,  
The North Carolina Arboretum  
100 Frederick Law Olmsted Way  
Asheville, NC 28806

Artists' submissions will be reviewed by a selection committee. Due to the volume of submissions we receive and our work load, it is not unusual for it to take several weeks to respond. We appreciate your interest and thank you for your submission.