

# Arts & Flowers 2009



# Designer Packet

## **Arts & Flowers 2009 - Orientation Information Sheet**

Thank you for participating in *Arts & Flowers 2009*! Please make sure that your packet contains the following:

- *Arts & Flowers 2009* Calendar
- *Arts & Flowers 2009* Rules and Regulations (2 pages)
- Art Selection Form
- Phoenix Art Museum Map
- *Arts & Flowers 2009* Installation, Maintenance and Removal Information
- *Arts & Flowers 2009* Designer Agreement (2 copies)

### ***Arts & Flowers 2009* Calendar**

The calendar contains the important dates for *Arts & Flowers 2009*.

### ***Arts & Flowers 2009* Rules and Regulations**

Please review this sheet carefully as it provides display specifications and restrictions.

### **Art Selection Form**

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices on this form. All selections must be reviewed by Phoenix Art Museum staff before they can be confirmed. We'll do our best to accommodate your preferences.

Kindly make sure to include your telephone number and e-mail address on the form. You will be contacted the week of January 26-30 to confirm which piece you have been assigned and arrange your set up time for March 5<sup>th</sup>.

### **Phoenix Art Museum Map**

Refer to the map as you walk around the Museum selecting your artwork. Floral arrangements are not permitted in every gallery. Artwork in galleries that have been crossed out on the map may not be selected. This includes the following galleries: Steele Gallery, Lyon Gallery, Ellman Fashion Design Gallery, Harnett Gallery and the Center for Creative Photography Gallery.

### ***Arts & Flowers 2009* Installation, Maintenance and Removal Information**

Make sure to read this carefully as it explains the procedures for the installation, maintenance and removal of your floral arrangement.

### ***Arts & Flowers 2009* Designer Agreement**

Be sure to read this agreement carefully as it contains information regarding the Museum's photography policy as well as other important information necessary for your participation in *Arts & Flowers 2009*. Sign and return one copy with your Art Selection Form. The other copy is for your records.

## **Arts & Flowers 2009 - Calendar**

### **January 13, 2009 and January 14, 2009**

Orientation and Art Selection

### **January 16, 2009**

Art Selection Forms due to Rebecca Dankert.

### **January 26-30, 2009**

Phoenix Art Museum staff contact designers to confirm which artwork they have been assigned.

### **February 18-20, 2009**

Phoenix Art Museum staff contact designers to confirm their chosen set up time for Thursday, March 5<sup>th</sup> and pedestal needs.

### **March 5, 2009**

8:00 AM – 2:00 PM Set up and installation of arrangements.

### **March 5-8, 2009**

*Arts & Flowers 2009*

### **March 8, 2009**

5:00 – 6:00 PM Deinstallation / pick up of arrangements.

### **March 9, 2009**

8:00 AM – Noon and 1:00 – 3:00 PM Deinstallation / pick up of arrangements.

# Arts & Flowers 2009 - Rules and Regulations

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*Arts & Flowers* is a unique opportunity to enrich the Museum environment—but with the colorful vitality of floral arrangements come many hazards. Due to the vulnerability of works of art throughout the Museum, environmental and safety standards must be maintained. The Museum needs your cooperation in protecting our irreplaceable collections. Kindly review the following guidelines intended to prevent damage to the works of art, and please understand that failure to comply with any of these guidelines will result in the alteration or removal of your creation.

### **DISPLAY SPECIFICATIONS**

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All arrangements must be composed of **FRESH** plant materials. All materials must be integral to the design of the arrangement. No knick-knacks, props or other items may be placed within the floral arrangement or adjacent to it. You will be asked to remove inorganic elements that are not considered vital to the floral arrangement. Approval is at the discretion of the Phoenix Art Museum Registration Department.

#### **Containers**

- Plastic or metal (non-breakable) containers are encouraged. Glass containers or waterproof glazed ceramic containers may be used.
- In the event of leakage, Museum personnel will immediately remove the arrangement from the gallery and the florist will be held responsible for any damage done.

#### **Weight & Stability**

- Floral arrangements must be free standing, stable, and with no attachments to the wall or ceiling.
- Installations must be able to withstand bumps to the pedestals and floor vibrations without toppling.
- Tall installations require more weight in the base and must be far enough away from works of art as not to damage them in case of a fall or collapse.

#### **Pedestal Usage**

- If your arrangement will be placed on a pedestal, the use of a Museum-issued pedestal is required.\*
- Pedestals are various heights, diameters and colors. The Museum will assign you a pedestal based on the dimensions of your container.
- You may drape the pedestal if you wish.
- Arrangements may not project beyond the pedestal and finished arrangements must fit securely on the pedestal supplied by the Museum.
- Museum personnel will set your pedestal into the designated position.
- Floral designers are not permitted to move or switch out pedestals.
- The Museum has the right to adjust the pedestal or floral arrangement position if necessary.

*\* If you wish to place your arrangement on the floor, please contact Rebecca Dankert as pre-approval is required. Floor arrangements are not permitted in carpeted galleries.*

# Arts & Flowers 2009 - Rules and Regulations

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### RESTRICTIONS

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Please read these restrictions carefully as the following items are not permitted to be used in arrangements under any circumstances.

- Food items (including fruits, vegetables and candy) are not permitted in the galleries under any circumstances, including sealed containers.
- Other than the Museum-issued pedestal, no furniture, stands, tabletops, accessories, props, books, knick-knacks, or sculpture may be used for any part of the artistic representation.
- All parts of the arrangement must be within the container, which must be placed directly on the floor or on the Museum-issued pedestal.
- Dirt is not permitted. Neither are potted plants, potted flowers and moss.
- No dried, plastic or silk flowers.
- No endangered or federally protected plant materials may be used.
- No feathers are permitted.
- No succulents (cacti, agaves, etc.) are allowed.
- Logs, branches with dried bark and branches with berries are not permitted.
- All organic materials must be fumigated and free of insects prior to entering the Museum.
- Absolutely no part of the arrangement (including branches, petals, etc.) may come within 18" of any artwork, frame, collection furniture, or artwork display pedestal.
- No arrangement may have attachments to walls or ceilings.
- All stamens (on lilies, tulips, alstroemeria, etc.) must be removed before the arrangement is brought into the Museum.
- Arrangements may only contain a maximum of one gallon of water.
- No fountains are allowed.
- Misting or spraying devices are not allowed in the Museum.
- The use of electrical devices for enhancement purposes is prohibited.
- Flammable materials cannot be used to enhance or preserve an arrangement.
- Open flames of any type are forbidden—this includes incense and votive candles.
- Smoking is prohibited within the Museum.
- No business cards or other handouts are permitted in the galleries.

# Arts & Flowers 2009 - Art Selection Form

Designer Name \_\_\_\_\_

Company Name / Affiliation (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**Art Selection (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice) – please list both the title of the work and the artist:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Please note: All selections must be reviewed by Phoenix Art Museum staff before they can be confirmed. We'll do our best to accommodate your preferences. Phoenix Art Museum staff will contact you the week of January 26-30 to confirm which piece you have been assigned.**

**Pedestal request (Museum staff will do their best to accommodate):**

Width: \_\_\_\_\_ Depth: \_\_\_\_\_

**Approximate size of floral design, including container:**

Height of arrangement: \_\_\_\_\_

Width of arrangement at widest point: \_\_\_\_\_

Depth of arrangement: \_\_\_\_\_

Container Dimensions (WxD): \_\_\_\_\_

**On which side of the artwork would you like your arrangement displayed (Museum staff will do their best to accommodate based on traffic flow in the gallery and emergency exits):**

\_\_\_\_\_

**Will your arrangement come ready for installation?**

Yes

No, I will need time to assemble my arrangement when I arrive.

**Installation of arrangements will take place on Thursday, March 5<sup>th</sup>. Installation shifts begin at 8:00 AM and continue every half hour until 1:30 PM. All arrangements must be in place by 2:00 PM. Please indicate which shift you prefer; we will do our best to accommodate your request. You will be contacted February 18-20 to confirm your installation shift.**

8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM

**Please return your form in the envelope provided to Rebecca Dankert by Friday, January 16<sup>th</sup>.**

If you have any procedural questions, please contact Rebecca Dankert, Assistant Registrar. She may be reached at [rebecca.dankert@phxart.org](mailto:rebecca.dankert@phxart.org) or (602) 307-2063.



## **Arts & Flowers 2009 Installation, Maintenance and Removal Information**

### **INSTALLATION INFORMATION – THURSDAY, MARCH 5<sup>th</sup>**

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Installation of arrangements will take place on Thursday, March 5<sup>th</sup>. In February, you will be contacted by Phoenix Art Museum staff to schedule your installation time. Installation shifts begin at 8:00 AM and continue every half hour until 1:30 PM.

All arrangements must be in place by 2:00 PM on Thursday, March 5<sup>th</sup>. Please adhere to your scheduled installation time. Due to the number of participating designers, we must hold to the schedule in order to install all the arrangements in a timely manner.

You may either bring your arrangement assembled and ready for installation or you may complete your arrangement when you arrive at the Museum. Tables will be set up outside the Museum for you to use (so please dress warmly). Arrangements may not be assembled in the gallery!

Museum staff will be on hand to assist you with transporting your arrangement into the gallery. Carts will be provided. Museum staff will supervise the installation of the arrangements in the gallery and will have final say over where arrangements may be placed.

### **MAINTENANCE OF ARRANGEMENTS**

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Floral designers are solely responsible for the maintenance of arrangements while on display. It is mandatory that you come to refresh your arrangements throughout the *Arts & Flowers 2009* exhibition. Museum staff will remove unattended arrangements.

During *Arts & Flowers 2009*, the galleries will be open to designers 9:00 – 10:00 AM on Friday, Saturday & Sunday, enabling you to refresh your arrangements. NO misting or spraying devices are allowed in the galleries.

### **REMOVAL INFORMATION – SUNDAY, MARCH 8<sup>th</sup> and MONDAY, MARCH 9<sup>th</sup>**

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Arrangements may be picked up on either Sunday, March 8<sup>th</sup> between 5:00 PM - 6:00 PM or on Monday, March 9<sup>th</sup>, between 8:00 AM - Noon and 1:00 - 3:00 PM. All arrangements must be removed from the Museum by 3:00 PM on Monday, March 9<sup>th</sup>.

## Arts & Flowers 2009 - Designer Agreement

Please sign and return one copy of this agreement with your Art Selection Form. The other copy is for your records.

### Phoenix Art Museum Photography Policy

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We encourage visitors to take photographs in the Museum for their personal enjoyment. To protect the objects being photographed, the copyright privileges of their creators, and the safety of our visitors, however, there are certain restrictions on taking photographs in the Museum.

Flashes and tripods, as well as movie and video cameras are prohibited. Works on loan to the Museum may not be photographed. A work on loan to the Museum may be identified by the "L-number" on its accompanying label next to the work of art (for example L1.2001).

Still photography of the permanent collection, taken in existing light and without flash, is permitted on the condition that the photographs are solely for personal, non-commercial use.

Photographs which include works of art may not be published (including on the internet), sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever. The Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its collection.

### Waiver and Release of Liability

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The floral designer must agree to the following: In consideration of the appearance of a floral design in the Arts & Flowers exhibition, and without further consideration from PAM, the designer irrevocably gives permission for PAM, and any assignee, to utilize the floral design, including, without limitation, any name, portrait, picture, likeness thereof, in connection with Arts & Flowers, including related publicity, promotional and merchandising purposes, in any and all manner and media throughout the world. The floral designer waives the right to control, inspect or approve the above-mentioned uses. The designer expressly releases PAM, its directors, trustees, agents, employees, licensees, and assignees from any and all claims, which he has or may have for invasion of privacy, publicity, defamation, or any other cause of action arising out of the exhibition.

I, the undersigned, agree to abide by the above and acknowledge that I have received a copy of the following:

- *Arts & Flowers 2009* Calendar
- *Arts & Flowers 2009* Rules and Regulations (2 pages)
- Art Selection Form
- Phoenix Art Museum Map
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I further understand that failure to comply with any of the guidelines provided by Phoenix Art Museum will result in the alteration or removal of my creation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

This form must be completed and returned to Rebecca Dankert by no later than Friday, January 16<sup>th</sup>.

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Signature

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Date

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Printed Name

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