

Guidelines for Arrangers

The protection of the art is of highest concern for us. Please remember at all times that you are exhibiting in a museum with works of art and move carefully around and through the galleries. The High Museum of Art and the Art in Bloom Committee and volunteers will exercise due caution to safeguard exhibits. They cannot assume responsibility for damage, loss of personal injury before, during or after the show. The exhibitor should insure all valuable items used in the exhibit.

You are encouraged to visit the Museum as many times as is necessary to plan your arrangement!

Suggestions to consider:

- An arrangement should express the essence or spirit of the selected work of art and be in scale with the object or painting. It should not overpower the subject.
- Consider the elements of design- color, texture, shape, size, line, pattern, light, space- in the artwork and in the plant materials you choose. Organize components according to the principles of design- balance, proportion, rhythm, contrast, dominance and scale.
- In most cases, arrangements will be viewed from three sides. Some may be viewed from all sides. Please be sure to finish the back of the arrangement. Pedestal placement for each artwork will be noted when we send you your assigned work of art. If it has an "L" under pedestal placement, it means that the pedestal will be placed at the left of the art work. Likewise, right means that the pedestal will be placed to the right of the art work. You may want to take that into consideration when creating your arrangement.
- Registered arrangers should take care to order materials (from a wholesale or retail florist) with enough time to pick up prior to the morning of January 10th. The arranger is responsible for all

costs and will pay onsite (the museum account will not be chargeable). The High has an account with the following wholesale florists in the Atlanta area:

-Cut Flower Wholesale- 2122 Faulkner Road, Atlanta GA 30324
*arrangers participating in Art in Bloom will receive a 20% discount on purchases made through Cut Flower Wholesale

-Halls Atlanta Wholesale Florist-630 Angier Avenue, Atlanta 30308

Requirements

- Food and drink are not permitted in the galleries.
- Pedestals will be placed in the galleries by the Art Museum staff and may not be moved even slightly. Each location has been approved by the curators and conservators, and the lighting is designed to spotlight the arrangement.
- Pedestal Size: 24" round by 42" tall
- No additional draping of the pedestals (pedestals will have white draping in place on site)
- The arrangement may extend no more than 5 inches, in any direction, beyond the edge of the pedestal top.
- The maximum height for an arrangement is 48 inches
- No accessories are permitted
- The use of fresh plant material is required. Silk or other artificial materials are not permitted. All plant materials must come from a commercial flower market to ensure that they are free of insects and other pests. Limited use of dried material is acceptable upon written approval. No potted plants or any soil may be used.
- Plant material infested with insects or disease will not be allowed entry into the Art Museum.

 Any material subsequently discovered to be infested or diseased will be immediately removed.
- Cut fruit, cut vegetables or food of any kind are not permitted. Natural bird nests, taxidermy, live fish or animals are not permitted.
- Containers must be watertight. Plastic sheeting or aluminum foil cannot be used to seal a leaky container. Please test your container by letting it sit several hours with water in it. Any arrangement with a container that leaks will be removed.
- Stamens from lilies must be removed. Volunteers will remove pollen from any lily that opens later
- A brief (30 words or less) statement of intent is strongly encouraged. If added, it should clarify
 the interpretation of the arranger to the visitor. Please submit to
 <u>Ashleigh.hagen@woodruffcenter.org</u> by January 6th.
- Arrangements should be delivered to the Museum in completed form, ready for inspection and
 placement in the galleries. Any deviations from the requirements will prevent the Committee
 from accepting the arrangement. You will receive an entry procedures FAQ sheet for January
 10th via email when you sign up to be an arranger.

- All finished arrangements will be placed and removed from the galleries by designated volunteers only. Arrangements will be transported on carts to all galleries. No arrangement may be carried by hand.
- Photography must comply with established Museum protocol.
- All plant material must be correctly identified with the common name on the Entry Card.