

14th International Exhibition of Botanical Art and Illustration
Hunt Institute for Botanical Documentation
Fall 2013

Submission Guidelines

The Hunt Institute for Botanical Documentation is currently accepting submissions for the
14th International Exhibition of Botanical Art & Illustration,
to be held in Fall 2013 (dates to be determined.)

Exhibition Eligibility

The Hunt Institute for Botanical Documentation will host the *14th International Exhibition of Botanical Art and Illustration* in Fall 2013 (dates to be determined). The exhibition is open to all botanical fine artists and illustrators working in any medium on paper or vellum whose work has achieved a standard of excellence and who have not yet been represented in the Hunt Institute's series of International Exhibitions. Artworks must be available to the Hunt Institute from 26 October 2012 to 7 February 2014. In-progress artworks, as well as artworks held by a third party or in a private collection, will not be considered.

Submission Process

Please note that the submission process for the 14th International has been revised from that of previous years. Please read the submission guidelines carefully.

The submission process for the *14th International Exhibition of Botanical Art & Illustration* is broken down into the following phases:

1. Intent to submit
2. Submission of images
3. Request for original artwork
4. Shipping
5. Acceptance
6. Request for biographical information and portrait photo

1. Intent to submit

Accepted until 31 January 2012

Artists must complete an intent to submit form should they plan to submit artworks for consideration. This form is available on the Hunt Institute Web site as a Word document and can be downloaded and completed by the artist. Completed intent forms should be emailed to Cate Hammond at chammond@andrew.cmu.edu or mailed to Hunt Institute for Botanical Documentation, Fifth Floor, Hunt Library, Carnegie Mellon University, 4909 Frew Street, Pittsburgh, PA 15213. Intent forms received after 31 January 2012 will be reviewed solely at the discretion of the Curator.

2. Submission of images

Accepted until 15 June 2012

Artists may submit up to three (3) artwork images in the following ways:

- As a 35 mm slide or 4 × 5" transparency. Each slide or transparency must be labeled with the artist's name, artwork title, year, medium and paper size. **Please do not convert digital images into slides.** Slides will be returned to artists after review.
- As high-resolution digital files burned to CD or DVD. Each jpeg image must be at least 350 dpi, a minimum of 8" or 20 cm high, and 2800 pixels in length or width. Each CD or DVD must be labeled with the artist's name. Individual files on disk must be labeled with artist's last name and artwork title. CDs and DVDs will not be returned. **No emailed images will be accepted.**
- Portfolio review. Artists may make an appointment with Curator of Art Lugene Bruno at the Hunt Institute in Pittsburgh to review original artwork. Travel arrangements and costs to and from Pittsburgh are the responsibility of the artist.
- Each artist must accompany his or her images with a resume and a completed submission form, available on the Hunt Institute Web site as a Word document

Please note that all images, photographic or digital, must faithfully represent the original artwork. If the images were created by a third party, they must be reviewed to ensure their accuracy and faithfulness. Excessive alteration to digital images, such as overly sharpening and dropping out backgrounds, is prohibited and may result in the rejection of the submission.

Artists will be contacted by 15 August 2012 as to whether or not original artwork will be requested.

3. Request for Original Artwork

Accepted until 26 October 2012

After review of the submitted works by the Curator, artists will be contacted by 15 August 2012 with requests for original artworks. The deadline for receiving originals once requested is 26 October 2012. The artist is responsible for shipping and insurance to the Hunt Institute. The Hunt Institute will pay for return shipping should it be needed. True values must be noted and customs information must match.

If the original artwork is accepted for exhibition, it will remain on loan to the Hunt Institute through 7 February 2014.

4. Shipping

Please send the artwork unframed and note that we will not use any mat in which the work may be sent. For the exhibition we provide our own mats and frames. Artwork must be packed securely with materials that can be re-used if the work is to be returned. Wrap the artwork between boards (perhaps enforcing the corners and wrapping everything in bubble wrap) and place it in a box or between substantial boards larger than the artwork. Please do not use wooden crates or loose Styrofoam in packing the works.

Artworks should be sent, fully insured, to:
 Lugene Bruno, Curator of Art
 Hunt Institute for Botanical Documentation
 5th Floor, Hunt Library
 Carnegie Mellon University
 4909 Frew Street
 Pittsburgh, PA 15213-3890
 Telephone: 412-268-2434

Preferred shippers

UPS

Fed EX (value of \$500 or less)

EMS (for international shipments. Check their Web site to find their operator in your country:
<http://www.ems.coop/site/Main.php?Oid=273&Lid=1>)

For International shipments

Through the shipper, the artist must prepare a commercial invoice for customs to accompany the shipment. **This paperwork must be on the outside of the package along with the shipping label.** Without it, the carrier will bill the Hunt Institute for customs duty.

The commercial invoice the artist submits to customs through the shipper must include:

1. The harmonized tariff number (TARIC) or commodity code 9701100000 for 'paintings, drawings and pastels executed by hand.'
2. Title, medium and true value of the artwork.
3. A sentence that states, "Artwork is sent on approval for exhibition purposes only. There is no commercial value and no commercial transaction."
4. A page of biographical material with your contact information and Web site (optional).

One original and two copies of this commercial invoice information must be provided to the shipper.

Please note that the value of the artwork must match both the import and export papers. The Hunt Institute cannot be responsible for, but will take every step to prevent, the artist receiving an unexpected bill for duty/VAT tax through the shipper, its broker, or Revenue and Customs branch of respective governments.

5. Acceptance

Artists whose original works are **not** accepted into the 14th International will be notified within a week of receipt of the original work. The Hunt Institute will schedule the return of the original artworks at the Hunt Institute's expense, in their original packaging. Slides that were submitted will also be returned at this time.

Artists whose works **are** accepted into the 14th International will be notified within a week of receipt of the original work. Original artworks must be available to the Hunt Institute until 7 February 2014. Artworks will then be returned to the artists in the original packaging at the Hunt Institute's expense.

6. Request for Biographical Information and Photo Portrait

Accepted artists will be asked to provide a biographical data record. A standardized form will be sent to you by the Curator. Head shot portraits should be photographs of the artist from the shoulders up (no pets or distracting accoutrements, please) and may be sent in the form of a photograph or as a 300 dpi jpeg.

Artworks will be re-photographed and included with a biographical entry and head shot portraits in a fully illustrated exhibition catalogue. Biographical entries and head shot photographs will be kept (with permission) in the Hunt Institute Archives.

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