



September 14, 2017

Mr. Ira Wiesenfeld, DVM
1801 W Overton, Tucson, AZ 85704
520-780-9076

Re: Botanical Blacksmith Show

Dear Ira,

This will serve as a Letter Of Understanding, clarifying preliminary arrangements for the Tucson Botanical Garden to host the exhibition and sale, *Botanical Blacksmith Show*.

Botanical Blacksmith (BB) will provide Tucson Botanical Gardens (TBG) with its exhibition of sculptures for the time frame chosen:

April 12, 2018 - Exhibition delivered to TBG
April 13, 2018– Exhibition opens
May 31, 2018 – Exhibition Closes
Exhibition deinstallation: June 1, 2018

The exhibition consists of a minimum of 15 pieces to 30 pieces, ready for installation.

- BB will work with TBG staff in creating title cards for each piece, unless otherwise noted.

OBJECTS PROVISION: BB will insure that the sculptures arrive at TBG in a timely fashion to accommodate unpacking and installation. TBG staff and BB will collaborate in installation.

- BB will provide documentation of object details to facilitate advance stage planning.

PUBLICITY: BB will provide TBG with promotional materials for the exhibition and will assist in any publicity efforts. All images in the show are available for promotional reasons relating to the exhibition, and are available in digital form.

TITLE AND CREDITS: In all publications and main signage, the exhibition is to be referred to initially as: **Botanical Blacksmith's of Arizona.**

OBJECT CARE: TBG will be responsible for appropriate care while the artworks are in its possession.

INSURANCE: BB responsible for insurance during shipping between venues. TBG is responsible for insurance while artworks are in its possession. BB will provide a detailed checklist with insurance values for each quilt.

SALES: All sculptures will be offered for sale to the general public. BB shall provide a spreadsheet that states the title, image number if applicable, prices to be charged for each sculpture and the declared value of each piece for insurance purposes, at least **30 days** prior to the Exhibition. Declared values cannot exceed prices. A 30% commission will be deducted by the Gardens from the funds received for each sale.

Sculptures on display may be released prior to the close of the the exhibition schedule. If a piece is removed from the display, it will be replaced by a sculpture of similar size.

PAYMENT: All payment to BB* from funds received for each sale will be distributed following the close of the exhibition. The Gardens agrees to send payment to the Exhibitor less the commission within 20 days following the close of the Exhibition.

**In order for the artist to receive payment from TBG, each artist must complete and return Form Arizona W-9.*

SHIPPING/DELIVERY OF SOLD ARTWORK: All Artwork to be shipped or delivered to out-of-town customers will be arranged by BB. Local customers may pick up their purchased sculpture according to the schedule above. The Gardens is responsible for coordinating pick-ups of sold sculptures with local customers.

We look forward to working with you and thank you for bringing this exhibition and sale to the Tucson Botanical Gardens!

Sincerely,

Michelle Conklin
Executive Director

For and on Behalf of Tucson Botanical Gardens

Signature: _____ Date: _____
Michelle Conklin

For and on behalf of Botanical Blacksmiths

Signature: _____ Date: _____