



Hunt Institute for Botanical Documentation  
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*17th International Exhibition of Botanical Art & Illustration*  
Hunt Institute for Botanical Documentation  
Fall 2024

## Submission Guidelines

The Hunt Institute for Botanical Documentation is currently accepting submissions for the *17th International Exhibition of Botanical Art & Illustration* to be held in fall 2024 (dates to be determined) in celebration of the 60th anniversary of this series.

### Exhibition Eligibility

The exhibition is open to all botanical fine artists and illustrators working in any medium on paper or vellum (except photography) whose work has achieved a standard of excellence and who have not yet been represented in the International series. Artworks must be available to the Hunt Institute from **6 October 2023 to 7 February 2025**. In-progress artworks, as well as artworks held by a third party or in a private collection, will not be considered. We welcome recommendations from curators, instructors and artists formerly represented in this International series, but a recommendation is not a requirement for a submission to this exhibition.

### Submission Process

The submission process for the *17th International Exhibition of Botanical Art & Illustration* is broken down into the following phases:

1. Intent to submit (accepted until 2 February 2023)
2. Submission of images (accepted until 15 June 2023)
3. Request for original artwork (no later than 10 August 2023)
4. Shipping (receipt no later than 6 October 2023)
5. Acceptance (no later than 20 October 2023)
6. Request for biographical information and portrait photo (deadline 8 December 2023)

#### 1. Intent to Submit

##### Accepted until 2 February 2023

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 Carrie Roy at [croy@andrew.cmu.edu](mailto:croy@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 2 February 2023 will be reviewed solely at the discretion of the curators.

#### 2. Submission of Images

##### Accepted until 15 June 2023

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

- 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.

- As high-resolution digital files transferred via [www.WeTransfer.com](http://www.WeTransfer.com). Each jpeg image must be at least 350 dpi, a minimum of 8" or 20 cm high, and 2800 pixels in length or width. Individual files must be labeled with artist's last name and artwork title. Within [WeTransfer.com](http://www.WeTransfer.com), send uploaded image files to [croy@andrew.cmu.edu](mailto:croy@andrew.cmu.edu). **Images emailed directly to the curators will not be accepted.**
- Portfolio review. Artists may make an appointment with Hunt Institute Curator of Art Lugene Bruno at [lbruno@andrew.cmu.edu](mailto:lbruno@andrew.cmu.edu) 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 10 August 2023 as to whether or not original artwork will be requested.

### **3. Request for Original Artwork**

#### **Accepted until 6 October 2023**

After review of the submitted works, artists will be contacted by 10 August 2023 with requests for original artworks. Only one artwork from the three submitted will be considered at this stage. The deadline for receiving originals once requested is 6 October 2023. The artist is responsible for shipping and insurance to the Hunt Institute. The Hunt Institute will pay for return shipping should it be needed. 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 2025.

### **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 larger than the artwork, reinforce the corners, wrap everything in bubble wrap and place in a sturdy double-ply cardboard box larger than the artwork. Please do not use wooden crates or loose Styrofoam in packing the works. A diagram with packing recommendations will be sent to artists whose original work has been requested.

Artworks should be sent, fully insured, to:  
Carrie Roy, Assistant 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 \$1,000 or less)

EMS (Check their Web site to find their operator in your country: <http://www.ems.post/operators>)

## **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. If the Institute is billed, we will send an invoice to the artist for reimbursement.

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 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 17th International will be notified within a week of receipt of the original work. Artists who have not been accepted are welcome to apply for future Internationals. The Hunt Institute will schedule the return of the original artworks in their original packaging at the Hunt Institute’s expense.

Artists whose works **are** accepted into the 17th 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 2025. Artworks not added to the Institute’s permanent collection 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 complete a standardized biographical data form provided by the curators. Head shot portraits should be photographs of the artist from the shoulders up (no pets or distracting accouterments, 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 the Catalogue of the International Exhibition of Botanical Art & Illustration database on our Web site. Images of all accepted artworks may be used on our Web site or in publicity for the exhibition. Biographical entries and head shot photographs will be kept (with permission) in the Hunt Institute Archives.

LBB 06/20/2019