



CRYSTAL BRIDGES
MUSEUM OF AMERICAN ART

GUIDELINES FOR ARRANGERS & ASSISTANTS

Please read and understand these guidelines, as they are critical to the success of your arrangements and the museum.

Works of Art and Selection

Works of art will be available for selection approximately 7 weeks in advance. Florists will be notified of the date on which selections will occur, and artworks will be chosen on a first come, first serve basis. The selection process is as follows:

- All designers or one representative will arrive at the museum for the artwork selection day approximately 7 weeks in advance. Moira Anderson will confirm the time, date and location via email.
- Each exhibitor or one team member will draw a number to determine the order in which a selection will be drawn from the cache of works of art in the Museum's collection.
- Each exhibitor will receive a packet containing the name of the work of art, a picture of it, information about it, and its location in the Museum.

Your packet contains an image of your object. Many objects can be viewed online at www.crystalbridges.org. You may photograph your object, but tripods and flash equipment are not permitted. Works of art may be studied during normal Museum business hours.

Trading assigned works with other exhibitors is allowed. Please advise Moira Anderson if you make a trade.

The Elements and Principles of Design should be applied when creating your arrangement. Your arrangement should be compatible with the period of and in scale and proportion to the object. If your arrangement has a size limitation designated by the Museum staff, it will be noted on the object sheet in your packet.

Floral Design and Pedestal Information

Your pedestal will be placed by Museum staff in advance of your arrival. You must secure your container to the pedestal with wax provided by the Museum. The pedestal and container cannot be moved throughout Art in Bloom.

Plant and flower materials must not touch the object or painting, gallery walls, or cover any exhibition labels or signs. All parts of your arrangement must be farther than 12" from any object or the frame of any painting. Dimensions of your object will be provided in your packet.

Your container is the only thing allowed on the pedestal. **No accessories including fabric, frames, ribbons, tassels, moss or loose objects such as petals and stones are permitted on the pedestal and will be removed if used.** These items wick moisture and cause slow leaks which endanger the artwork.

Arrangements should not be top-heavy, and containers must be stable on their base. Arrangements may be removed if Museum, in its sole discretion, deems the installation to be unstable or unsafe.

Floral Design Mechanics

Thoroughly test your container at home for leaks. Fill it to the top with water and place on a dry piece of paper towel for two days. Mark the bottom with your names. Crystal Bridges cannot accept responsibility for your container.

Your container should be made of stone, metal or glazed ceramic. Wood or bamboo-type containers are prohibited. You should line your container with several layers of black heavy gauge construction plastic. Using Gorilla or duct tape, adhere to the entire container rim securely and completely. Any gap could result in a leak and require your arrangement to be removed from the gallery.

Oasis floral foam must be used in all arrangements. Water as a design element is not permitted. Excessive amounts of water will be removed by Museum staff.

Oasis should not extend over the rim of your container. Watch for weeping moisture, as water is easily displaced from a soaked piece of Oasis when the plant material is added.

Leave an opening or poke a hole in the Oasis large enough for the narrow spout of a small watering can or squeeze bottle, so water can go to the bottom of the Oasis. No misting is allowed in the galleries. No open water containers are allowed. Use sealed containers to prevent spilled water in galleries.

Containers should be checked daily for any sign of leaking. Slow leaks can occur if the container did not travel well or was accidentally knocked. If a flower stem was pushed into the liner, water could begin to wick at the edges of an arrangement.

Florist Guidelines and Restrictions

Flowers, plants and greenery must be supplied or acquired from professional florists approved by the Museum. Designers are required to send their list of floral vendors to the museum six weeks in advance, as well as a list of anticipated materials to be used in their design. Flowers, plants and greenery must be fresh (fire-resistant), not dried. No soil is permitted in any arrangement.

All plants and flowers are subject to inspection by Museum staff. Pest management is a priority at the Museum due to the damage that pests and insects can create. All stamens must be removed from florals prior to entering the museum.

Floral preparations, such as cutting or potting, are prohibited in the Museum. All such preparations must be done in advance. Final preparations to previously prepared floral arrangements may be done in the designated Art in Bloom staging areas designated by the Museum. Branches must be tied and secured for transport through galleries.

Artificial evergreens, plants and silk petals are allowed. No artificial scents shall be added to the silks.

The following items are NOT allowed in the Museum:

Sod, grasses (whether or not potted), moss, dirt, gravel, sand, small stones*, loose petals, bamboo*, cocoa shells, spirea, all types of evergreens/firs, or other highly flammable floral items, wood and wood chips, trees and shrubs with berries, fresh-cut flowering branches*, straw, hay and corn stalks, candles, leafshine, glitter, or electrical devices.

**Branches or stones from a floral supply company that have been treated are permitted.*

Cut flowers or floral decorations must be removed from the building in their entirety at the conclusion of the event and the area cleaned of all debris. The Museum will not be held responsible for any items left after the event. All items left behind will be discarded.

Plants and floral materials may be displayed only in the approved Art in Bloom installation spaces. Only Museum staff working on Art in Bloom can relocate an installation.

Set-up and Take-Down Information

Set-up is on Friday, March 20th

- Beginning at 6 a.m. florists will install their arrangements
- Your installation appointment time and take down time will be determined on Artwork Selection Day. Appointment times are to be strictly kept and may not be rescheduled. Please notify Moira Anderson immediately if you foresee any conflicts with your appointment time at (707) 416-3138, Moira.anderson@crystalbridges.org
- Arrangements must be placed and finalized within the 30 minute window outlined

Arrangements must be removed on Tuesday, March 24, between 8 a.m. and 10 a.m. Arrangements may not be taken down early.

The museum will provide a drop cloth, waste basket, and cart for transporting materials and placing the arrangement.

Please make sure that you leave your area tidy with all trash removed on both set-up day and take-down day.

Crystal Bridges reserves the right to alter and/or remove arrangements in order to meet Museum standards and safety guidelines. Crystal Bridges is not responsible for lost, stolen, or broken materials.

SCHEDULE

Wednesday, January 29: Artwork Selection Day

Time: 6:00pm – 7:00pm

Location: Library Board Room, Crystal Bridges

- Please send one representative to choose an artwork. Your packet will come with information on the art, the artist, size of pedestal, and location. Time slots for installation will also be chosen on this day.

Thursday, February 20: Concepts Due

Please send the concept of the arrangement to Moira for review by 5:00 pm. Please list:

- Materials
- Florals (to be listed on the label)
- Name (as you like listed on the label)
- Dimensions of arrangement
- A short description (this may also include a sketch or image of a mock)

March 20: Install Day

Florists will install the arrangements between 6:00 am and 9:00 am.

March 24: Deinstallation Day

Florists will deinstall the arrangements between 8:00 am and 10:00 am.