

SAMPLE EXHIBITION AGREEMENT

Contract between

Exhibition site: _____
NCAR Exhibitor or Chapter: _____

I. Contractual Goal:

To ensure:

- Ease of installation and dismantlement protection of the exhibition site and the ikebana property
- Accurate communication between the parties
- A beautiful exhibition

II. Contacts

Exhibition Site

Co-Ordinator

Name: _____

Address: _____

Phone: _____

E-mail: _____

Alternate Site Co-Ordinator

Name: _____

Address: _____

Phone: _____

E-mail: _____

Chapter Site Co-Ordinator

Name: _____

Address: _____

Phone: _____

E-mail: _____

Alternate Chapter Site Co-Ordinator

Name: _____

Address: _____

Phone: _____

E-mail: _____

III. Preplan:

A. Information needed by (insert date) from the Site to the exhibitor.

B. Dates

Set up (Installation date & time frame

Opening date & time frame

Closing date & time frame

Dismantling date & time frame

C. Location

Address of Site:

Location of loading area:

Location of parking area:

Location of water source:

D. Scale and # of arrangements needed:

Small (1 ½ ft wide/tall):

Medium 2 -2½ ft wide/tall:

Large (more than 2 ½ ft wide/tall:

Floor(large construction custom designed to fit
space:

E. Theme of Exhibit

F. Any special requirements

G. Surroundings

Site-provided display base(s) described:

Chapter-provided display base(s) described:

Color of floor:

Color of walls:

H. Does the exhibitor need to provide?

Clear protective plexiglass boards for under
arrangement (s):

Plexiglass name card holders to identify the
name and school of the arranger:

Yes	No

IV. Installation

A. Items provided at the Site:	Yes	No
Unloading area:		
Parking:		
Trash can(s)		
Work table:		
Vacuum/Broom:		
Printed name labels:		

B. Exhibitor will:

- Use reasonable care in the installation
- Clean up accidental water spills
- Check vases for leaks
- Use bug-free materials
- Chose materials that remain fresh
- Not bring unstable or precariously balanced designs
- Keep floor area clean

V. Maintenance

The exhibitor will use reasonable care to maintain the beauty of the arrangement(s) for the exhibition's duration.

- Checking on the arrangement(s) at least every other day
- Removing or replacing "spent" materials
- Replenishing water
- Adjusting materials as necessary

The Site (insert name) is not to do any of the above but will:

- Not move any arrangement or adjust
- Notify the exhibitor if there is a problem ASAP
- Address emergencies (i.e., arrangement is leaking or knocked over) and notify the exhibitor within 24 hours.

VI. Security

The exhibitor:

- is to install and dismantle within the set time frames, leaving the arrangement(s) "on loan" for the duration of the exhibition

The Site:

- is not to "dispose" of anything the exhibitor has left.
- is to provide reasonable care and security for the arrangements(s), including:
 - Notifying maintenance crews to be cautious
 - Notifying personnel
- Provide supervision during any crowded unrelated events held at the exhibition site
- If reasonable care is not followed, and the exhibitor's "on loan" items are broken or disposed of, the Site shall reimburse the exhibitor at their replacement value.

VII. Signatures

Signatures indicate agreement to the procedures outlined in this contract.

Site Co-Ordinator:	
Exhibition Co-Ordinator:	
Date:	

ADDITIONAL INFORMATION

1. As arrangements must be constructed on Site, heavy buckets of flower and branches may need to be moved into the exhibition site.
2. Most live materials (flowers, branches, leaves) will last three days. However, as they are alive, this is unpredictable and can vary greatly. (This is the transient beauty of ikebana.)
3. The Site needs to have the exhibition display space empty on the day of the installation and a notification sent to need-to-know site personnel.
4. Flowers live longer in a cool, non-sunny location
5. Labels – all arrangements need to have a name and ikebana school label in a place card holder next to the arrangement.
6. Ikebana is an art form. As each exhibit is a work of art (and not just a flower arrangement), it needs to have appropriate (reasonable) security.
 - a. The vases are valuable (often antique, one of a kind art in themselves)
 - b. Materials used in the arrangement are often reusable and created by the artist.
 - c. The mechanics holding the arrangement are not throw-away florist oasis, but often special metal holders (kenzans) ordered from Japan.
7. Therefore, unlike a florist's arrangement to beautify a space and then be discarded, ikebana designs are valuable even when the flowers and leaves are "spent." Nothing is to be disposed of.
8. In the past, accidents that could have been prevented have destroyed art. For example:
 - a. Maintenance crews (broom handles versus vases)
 - b. Crowds (unsupervised children's groups in the exhibition space)
 - c. Throwing out materials someone on-site thought were useless (dried, found specially treated bamboo)
 - d. Emptying everything (including mechanics) from a vase and just returning the empty vase)