



## NEWFIELDS

### 2023 Garden Monsters Guidelines

The protection of the Garden's plant collection, animal residents, and art are a top priority of Newfields. The following rules regarding all Designer exhibit displays and entries will be strictly enforced by Newfields at all times. Failure to comply with these rules may result in the removal of an installation.

#### 1. Newfields General Guidelines.

- a. Only approved material may be used (see list of prohibited materials below).
- b. Installations must be durable and able to withstand the elements for the duration of the Harvest season (Monday, September 25<sup>th</sup> through Tuesday, October 31<sup>st</sup>). Any installation that deteriorates or is destroyed by inclement weather, animal or human interaction will be removed at the discretion of Newfields personnel.
- c. Designers will be given a twenty-four (24) hour notice of damage and a window to replace or repair the installation before it is removed from The Garden. Newfields staff will make every best effort to notify the Designer and schedule a time to fix the installation if it has been removed.
- d. Installations must be free of disease and pests. Any diseased or pest-infested plants, flowers or materials discovered during installation must be immediately contained in a plastic bag and removed from the campus. This rule will be enforced at all times during the show, whenever the problem is identified.
- e. Installations will be accessible by Newfields' staff and guests during display time. This means that guests can walk up to, touch and take pictures with each installation. Newfields is not responsible for any damage caused by weather, human or animal interaction at each installation.
- f. Installations must be free-standing for stability. They must be anchored to a 6' T-stake that will be driven into the ground at location prior to installation by Newfields personnel. This means 6' of the T-stake will be available above ground for anchoring. The T-stake will be visible at the full six feet, so designers are encouraged to fully use the space to eliminate visibility of the T-stake. Newfields will not cut or shorten the T-stake in order to eliminate it from sight.

- g. Installations must be restricted to the assigned location; Installation locations and T-stakes may not be moved or repositioned as they are all carefully placed by Newfields personnel.
- h. A safe distance from art must be maintained, (approximately four feet (4 feet), from any artwork in The Garden. A safe distance will be determined by Newfields and could vary between different works of art.
- i. No installation should be more than eight feet (8 ft.) tall, eight feet wide (four feet from each side of the T-stake) and four feet deep (four feet total distributed at the discretion of the designer and approval by Newfields).
- j. If the installation exceeds the size limit, it will be up to Newfields' personnel to analyze the situation and require alterations if the installation is thought to present a danger to the garden or guests.
- k. Nothing may be affixed to trees, plant material, or other Garden structures. Installations must be fully secured to the T-stake and not top heavy. Installations should not require any additional stakes outside of the provided T-stake. nor can any digging take place to secure the installation. If the design requires it, Installations must be weighted at the bottom and all weights must be concealed from view.
- l. Newfields reserves the right to move or remove any installation that poses a risk to the Garden.
- m. Prohibited items:
  - i. Cut or whole fruits, vegetables and other food items are not permitted.
  - ii. If you are using applied items, all such items must be adhered, fully dry and set before arrival at Newfields. All adhesive material must be fully dry and off gassed for a minimum of forty-eight (48) hours before arriving at Newfields campus and be water & weather-proof adhesive.
  - iii. Endangered or federally protected plant materials are not permitted <https://cites.org/eng>
  - iv. Locally invasive plants, plants restricted under CITES protection, diseased plant material, live animals (including fish), taxidermy, animal materials, natural birds' nests, artificial or natural bird feathers, and protected sea life, including coral, are not permitted.  
<https://www.entm.purdue.edu/iisc/invasiveplants.html>  
<https://cites.org/eng/disc/species.php>

- v. Artificial materials or accessories that may harm animals or the environment such as sequins, balloons and glitter are not permitted.
- vi. Electrical or battery-operated devices, including Light Emitting Diode lights or speakers are not permitted.
- vii. Candles lit by fire, or any open flame are not permitted.
- viii. Wet paint is not permitted. Any paint must be dry and off gassed for a minimum of forty-eight (48) hours prior to arriving at the Newfields campus.
- n. The installation will be viewed by a wide variety of guests and must be appropriate for children. Overtly commercial, political, or religious depictions will not be admitted into the show.
- o. Installations cannot include any corporate, personal or organizational branding of any kind.
- p. Newfields will supply a weather-proof sign that includes the name of the designer, the name of the monster, the name of the organization responsible for the installation (if applicable), a short artist statement provided by the designer and any sponsorship information. No additional signage, pamphlets or handouts can be displayed or given out by your installation during the duration of the show.
- q. Newfields is not responsible for any loss or damage to the installation. Designers should not include any materials they expect to be undamaged or returned.
- r. Any adjustments to the installation outside of regular refresh hours or a damage situation must be scheduled with at least twenty-four hour (24) notice to Erin Kilhefner or another member of the Public Programs team. Designers cannot come to Newfields during General Admission or closed hours to work on their installation without notification.

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## **2. Installation-One Full Day Duration**

- a. Installation will occur on Monday, September 25, 2023, from 8:30 AM to 4 PM EST.
- b. Tuesday, September 26, 2023, from 8:30 AM to 4 PM EST will be held as a backup installation date in case of inclement weather on Monday, September 25, 2023.

- c. The weather call will be made twenty-four hours [24 hours] in advance and communicated via email by the Public Programs team.
- d. Designers should enter the Newfields Campus via the Garden Terrace Gate and are required to check in with the Public Programs team prior to arriving at their installation site. Arrival time for install will be assigned by Newfields staff.
- e. Once checked in, designers will be able to drive to their installation site and begin install. Newfields will have a team of staff and volunteers onsite to help direct traffic.
- f. Each designer is allowed no more than two cars or vans for their installation. Commercial freight trucks are not allowed. The number and kind of vehicles for install must be submitted to Newfields staff at least forty-eight (48) hours in advance of the installation date. Vehicles must remain on pavement and are strictly forbidden from driving into or on any turf spaces or garden beds.
- g. Upon check-in, all supplies will be inspected by Newfields' staff to ensure that it adheres to these guidelines and poses no risk to the living collection.
  - i. Any designs not adhering to these guidelines will be given every reasonable opportunity to adjust the design prior to removal.
  - ii. Any designs that cannot meet these guidelines or are deemed a risk to the collection will not be allowed to proceed and will be removed from campus.
- h. Once designs are inspected and approved, a Newfields staff person or persons will accompany the Designer to their installation site and may assist in transport if necessary.
- i. Once in the Garden, the Designer will check in with their staff liaison and begin installation.
- j. Once placed on its assigned footprint, Designers will have an opportunity to make final adjustments. Newfields staff will be positioned in the Garden to answer questions and give directions around Newfields.
- k. Once install is complete, the Designer must notify their staff liaison and be present the installation for a final inspection by Newfields staff. Once the final inspection is approved, the Designer is free to depart.
- l. All preparation areas must be kept clean and dry.

- m. Any materials left behind by designers are not the responsibility of Newfields and will be disposed of.

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### **3. Refreshing Installations.**

- a. Designers, or a designated representative of the Designer must refresh the installation each Monday of October between the hours of 8:30 AM and 10:30 AM EST. Refresh will begin at 8:30 AM and must be completed with Designers departing and all cars clear from The Garden no later than 10:30 AM EST.
  - i. Monday, October 2, 2023, from 8:30 AM to 10:30 AM
  - ii. Monday, October 9, 2023, from 8:30 AM to 10:30 AM
  - iii. Monday, October 16, 2023, from 8:30 AM to 10:30 AM
  - iv. Monday, October 23, 2023, from 8:30 AM to 10:30 AM
  - v. Monday, October 30, 2023, from 8:30 AM to 10:30 AM
- b. If an installation is not refreshed during the designated hours on any day, Newfields reserves the right to pull the display from the show and every reasonable attempt will be made to contact the Designer immediately if a piece is pulled.
- c. If an installation is not refreshed, is pulled from the show, and never reinstalled in The Garden, the Designer will not receive the second (2nd) installment of their compensation.
- d. If an installation is damaged and the designer does not come repair resulting in it being pulled from the show, the Designer will not receive the second (2<sup>nd</sup>) installment of their compensation.
- e. Newfields reserves the right to remove failing components or entire installations if they are not refreshed and kept looking their best.
- f. While Newfields is open to the public, it will not be permitted for Designers or their representatives to manipulate their installations in any manner.

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### **4. Deinstalling Arrangements**

- a. Installations will be discarded by the Newfields team on November 1, 2023. Unless previously scheduled, there will not be an opportunity for designers to come retrieve any materials used in their installation and those materials will be discarded.

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## **5. Garden Monsters: Designer Onsite Requirements**

- a. Monday, September 25, 2023: Garden Monster Install, 8:30 AM to 4 PM EST
  - You will be assigned a time to come and install throughout the day based on which area of the garden you are located in. The first installment time will start at 8:30 AM and the last install time will start at 11:30 AM EST with all install complete no later than 4 PM EST. If you are unable to be present for your assigned time, please get in touch with Newfields staff to make alternate arrangements. All Garden Monsters must be installed, and all cars clear from The Garden no later than 4 PM EST.
- b. Tuesday, September 26, 2023: Garden Monster Install Backup Rain Day, 8:30 AM to 4 PM EST.
- c. Saturday, September 30, 2023: Garden Monster Meet the Artist, 12 PM to 3 PM EST.
  - Tickets will be provided for your friends and family to attend. The number of tickets will be determined by Newfields.
  - Newfields' media team will be onsite to document the installations and copies of those image files can be requested by the Designer by emailing [permissions@discovernewfields.org](mailto:permissions@discovernewfields.org).
  - Designers cannot hire their own photographers or videographers to come take pictures of their installations without first securing a digital photo pass that is available for purchase and scheduling through the Newfields website at <https://discovernewfields.org/photography-policy> (select "Order a Photo Pass" to complete the online form).
- d. Monday, October 2, 2023: Refresh, 8:30 AM to 10:30 AM
- e. Monday, October 9, 2023: Refresh, 8:30 AM to 10:30 AM
- f. Monday, October 16, 2023: Refresh, 8:30 AM to 10:30 AM
- g. Monday, October 23, 2023: Refresh, 8:30 AM to 10:30 AM
- h. Monday, October 30, 2023: Refresh, 8:30 AM to 10:30 AM
- i. Wednesday, November 1, 2023: Deinstall completed by Newfields Staff

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