



Tryon Palace

FLORAL DESIGNER AND GALLERY USE AGREEMENT

This agreement ("AGREEMENT") for use of the premises known as the North Carolina History Center's Mattocks Hall and Duffy Exhibition Gallery, located at 529 S. Front Street, New Bern, NC 28562 ("PREMISES"), is made by and between _____ ("DESIGNER") and the Tryon Palace Foundation ("TPF"). Now, therefore, DESIGNER and TPF agree as follows:

Purpose and Terms

TPF agrees DESIGNER shall utilize the PREMISES for the **History in Bloom exhibit and fundraising event**. DESIGNER will be paired with one (1) artifact or artifact grouping ("ARTIFACT") and **provide one (1) floral arrangement interpreting that ARTIFACT on Thursday, January 19, 2023. The floral arrangement will be displayed on the PREMISES from Friday, January 20, 2023- Sunday, January 22, 2023. Arrangements must be disassembled or otherwise removed from the PREMISES on Monday, January 23, 2023.** TPF desires to allow the use of the PREMISES by DESIGNER for such purposes specified in this AGREEMENT and upon the terms, conditions, and guidelines set forth, to be signed by DESIGNER. DESIGNER understands that TPF is operated under the North Carolina Department of Natural and Cultural Resources and, as such, all state policies and laws take precedent.

Guidelines for Floral Arrangements:

- Floral arrangements must complement the ARTIFACT and may be traditional or contemporary in design.
- Arrangements should be designed to display on a 3' tall, 2' X 2' block pedestal. Scale of the arrangement should be compatible with designated space and should not impede normal traffic flow through the PREMISES. Limbs or stalks should not encroach into walkways.
- DESIGNER will provide the arrangement's title, DESIGNER's name, DESIGNER's training or credentials, materials used, and a personal note explaining the relationship of the arrangement to ARTIFACT for the exhibit display labels.
- DESIGNER must provide their own containers. Exercise caution in using containers of great value. Tryon Palace cannot be held responsible for breakage, loss, or damage to privately owned objects.
- Arrangements should consist of dried or freshly cut floral and plant material. Artificial flowers, fruits, or foliage are strongly discouraged.
- Cut fruit, vegetables, or prepared food and materials that might carry insects or pests are not permitted.
- Invasive plant materials should be transported in plastic bags to prevent spreading seeds.
- Fabric draping and bases under containers are permitted as part of the design.
- Plastic liners should be disguised to the best of the DESIGNER's ability.
- Contrived plant or flower forms should be constructed of recognizable plant material (fresh, dried, or treated dried are permitted).
- Accessories such as nests, insects, fish, stuffed animals, etc. must be approved by Tryon Palace staff beforehand. Avoid using adornments which depict religious, political, patriotic, or other emotionally charged symbols. If you have a question as to whether one of your elements falls into this category, please ask the Development Team at foundation@tryonpalace.org.

Conditions for use of Mattocks Hall and the Duffy Exhibition Gallery:

- DESIGNER must sign and abide by the guidelines laid out in this AGREEMENT to ensure the protection of the PREMISES and exhibit installations.
- Be prompt and attentive to set up and take down times.

- If needed, DESIGNER should bring a personal cart to transport their arrangement materials on assembly and strike days. Other items needed to transport or assemble the arrangement (step stools, buckets, etc.) should also be provided by DESIGNER. These items cannot be stored at Tryon Palace.
- Containers should be ceramic, glass, plastic, or metal and checked for leaks beforehand.
- Plant materials must be kept atop the plastic sheeting provided by Tryon Palace staff during assembly and strike of arrangements.
- DESIGNER is responsible for disposing of their own trash. Plastic bags should be used to remove materials from the PREMISES.
- Sprays, glue guns, drilling, ironing, or steaming are not permitted in the Duffy Exhibition Gallery at any time. They are permitted for assembly in Mattocks Hall only on Thursday, the 19th.
- Watering should only be done at designated times when Tryon Palace Collections staff is present. Water for arrangements will be provided from a hose onsite. DESIGNER should bring their own watering can. Water carefully to avoid dripping on floors or damaging ARTIFACT. The area surrounding the arrangement must be kept dry. NO MISTING ALLOWED.
- Leaking arrangements or arrangements not kept in pristine conditions throughout the duration of the exhibit will be removed.
- Exhibit installations and display objects in PREMISES may not be moved by anyone other than Tryon Palace Collections staff.