

Reiman Gardens Exhibitor Guidelines

Guidelines & Responsibilities

The health and integrity of the plant materials in our collection are vital to our mission and institution. It is necessary to protect and maintain our collections by adhering to the following guidelines for construction and installation of all outdoor structures.

- Playhouse structure must be original and suitable for outdoor display in adverse weather conditions (high winds, rain, heat, snow, and freezing temperatures).
- Playhouses will be located in high traffic areas with an unsupervised audience and must be soundly and professionally constructed of durable and safe components to last the duration of the exhibition.
- Playhouses must be appropriate for viewing by and interaction with visitors of all ages.
- The site of the playhouse shall be chosen after consultation with, and the approval of, Reiman Gardens. A playhouse must be able to be installed on available sites, some in grassy areas, both sloping and flat. Final location of playhouse in the Gardens is determined by Gardens' staff.
- Any construction requiring digging must be approved and supervised by Gardens' staff due to irrigation lines and existing utilities.
- Delivery of materials will be limited and supervised by Gardens' staff. We reserve the right to restrict construction activities due to site conditions caused by weather.
- Chosen designers/groups (hereafter referred to as "Exhibitor(s)") are responsible for all costs, equipment and labor necessary for the delivery, installation, and removal of the playhouse, materials, and rubbish. Exhibitors assume all risk and damage to the work before and during installation and during and after removal. The Gardens' staff may provide installation and removal assistance of playhouses on a limited basis with prior arrangement.
- The exhibit is in an area accessible to the public during all open hours. Throughout installation and removal, a safe and hazard-free work area must be maintained at all times.
- Gardens' staff must be notified no later than 30 days prior to the installation date of any changes to proposed designs during fabrication so that the changes may be approved.
- Reiman Gardens will provide insurance for the work once it is installed and until it is removed from the site or by the removal deadline, whichever comes first.
- Exhibitor must provide proof of insurance (Workman's Comp, Liability)
- Exhibitor must arrange for the installation of their playhouse between May 20 and May 30, 2024, and for complete removal between October 2 and October 11, 2024. All installation and removal activity must take place between 8:00 AM and 4:00 PM with staff present. Accommodations may be possible with prior communication.
- Generators/batteries are allowed during construction and removal only.
- Due to limited off-road access into the site, Reiman Gardens' small utility vehicles, driven by Gardens' staff, may be available to assist in transporting structures or materials.
- All interaction of the playhouse with trees or other plants must be approved by Gardens' staff. **In general, no exhibition element may rub or attach to any part of any tree. Nails, screws, hooks, or anything that penetrates the bark of a tree will not be allowed.**

- Exhibitors must take any and all precautions to protect all plant material directly adjacent to and surrounding the installation area.
- No removal of plant materials will be allowed without approval by Reiman Gardens' staff.
- No permanent or invasive devices will be allowed to be attached to trees or in planting areas.
- Nothing can be applied which may girdle the tree or rub the bark (this can damage the tree.)
- No painting, staining or coloring of trees or other plants will be allowed.
- Exhibitor is responsible for any repairs to the playhouses during the exhibition. Repairs must be completed within a reasonable period after notification by Gardens' staff.
- The Gardens are fenced and locked nightly. Reiman Gardens is not responsible for damage to the structures due to weather, vandalism, theft, or misuse by visitors.
- The **Garden Playhouses** display will be accessible to the public daily during regular business hours 10:00 AM to 6:00 PM in summer (May 1 – Sept 30).
- Reiman Gardens reserves the right to photograph and reproduce images of the playhouses for marketing and educational materials.
- The Gardens will promote the exhibit with planned events, Reiman Gardens' website, social media, press releases, brochures, paid advertising, and calendar listings.
- Exhibitors are highly encouraged to attend the Opening Reception on May 30, 2024, and to participate in interviews or other promotional activities during the installation process.
- It is the responsibility of the Exhibitor to transport and deliver any playhouse sold because of the exhibition. No playhouse can be pulled from the exhibition early because of a sale.