



NEWFIELDS

“To enrich lives through exceptional experiences with art and nature.”
STEWARDSHIP • INCLUSIVITY • SERVICE • EXCELLENCE

2026 Garden Monsters Guidelines

The protection of The Garden’s living collection (e.g., plants, trees, etc.), animal residents, and works from the art collection 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.

Newfields General Guidelines.

- a. All Installation renderings should contain only human-generated content. Use and inclusion of artificial intelligence (“AI”) generated-content to prepare the Installation renderings to be submitted with the Garden Monster Application are prohibited. Any Designer’s application that incorporates AI generated content into their rendering example will be disqualified from consideration.
- b. Only approved material may be used for Installations (see list of prohibited materials below).
- c. Installations will be on display outside in The Garden at Newfields. Installations must be durable and able to withstand weather, the elements and human interactions from Monday, September 21, 2026, through Sunday, November 1, 2026 (hereafter the “*Harvest Festival Season*”) both during the day and evening hours of Newfields’ operations.
- d. Any Installation that deteriorates or is destroyed by inclement weather, animal, or human interaction will be removed at the discretion of Newfields personnel.
- e. If the Installation is damaged, 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.
- f. If the Installation is removed from display, Newfields staff will make every best effort to notify the Designer and schedule a time to fix the Installation.
- g. 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 during the *Harvest Festival Season*, whenever the problem is identified.
- h. Installations will be accessible by Newfields’ staff, guests, and volunteers during the *Harvest Festival Season*. This means that Newfields’ staff, guests, or volunteers could 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.
- i. Installations must be free-standing for stability. They must be anchored to a six-foot (6’) T-stake that will be driven into the ground at location prior to installation by Newfields personnel. This means six feet (6’) of the T- stake will be available above ground for anchoring. The T-stake will be visible at the full six feet (6’). Newfields will not cut or shorten the T-stake in order to eliminate it from sight and the design must disguise it completely.
- j. 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.
- k. A safe distance from all artworks must be maintained, approximately four feet (4’), from any artwork in The Garden. A safe distance will be determined by Newfields and could vary between different artworks.
- l. No Installation should be more than eight feet (8’) tall, eight feet (8’) wide (four feet (4’) from each side of the T-stake) and four feet (4’) deep (four feet (4’) total distributed at the discretion of the designer and approval by Newfields).

- m. 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.
- n. Nothing may be affixed to trees, plant materials, or other physical structures (e.g., arbors, signs, buildings, etc.) in The Garden. Installations must be fully secured to the T-stake and not top heavy, which could prevent the Installation from being free-standing. Installations should not require any additional stakes outside of the T-stake provided. 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.
- o. Newfields reserves the right to move or remove any Installation that poses a risk to staff, guests, volunteers or to the living collection or art collection in The Garden.
- p. 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, plastic or foam or silk flowers and/or berries, polyester cobwebs, and glitter are not permitted.
 - vi. Objects or elements that may cause a health or safety concern to staff members within their daily functions are not permitted.
 - vii. Electrical or battery-operated devices, including Light Emitting Diode lights or speakers are not permitted.
 - viii. Candles lit by fire, or any other open flame, of any size, are not permitted.
 - ix. 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.
- q. 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.
- r. Installations cannot include any corporate, personal or organizational branding of any kind.
- s. 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 in proximity to the Designer's Installation during the duration of the show.
- t. 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.
- u. Any adjustments to the Installation outside of regular refresh hours or a damage situation must be scheduled with at least twenty-four (24) business (Monday-Friday) hour notice to Newfields' staff. Designers cannot come to Newfields during General Admission or closed hours to work on their Installation without prior notification and confirmation by Newfields' staff.

Installation

- a. Installation will occur on Monday, September 21, 2026, from 10 AM to 2 PM EST.
- b. Tuesday, September 22, 2026, from 10:00 AM to 2 PM EST will be held as a backup installation date in case of inclement weather on Monday, September 21, 2026.
- c. The weather call will be made twenty-four (24) hours in advance and communicated via email by Newfields.
- d. Designers should enter the Newfields Campus via the Garden Terrace Gate and are required to check in with Newfields' staff 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, drop off materials, and then park their cars in one of Newfields' parking lots. Once their cars are parked, Designers can 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 (2) 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.
- h. Any Installations not adhering to these guidelines will be given every reasonable opportunity to adjust the design prior to removal.
- i. Any Installations that cannot meet these guidelines or are deemed a risk to the living or art collections will not be allowed to proceed and will be removed from The Garden.
- j. Once in The Garden, the Designer will check in with their Newfields' staff liaison and begin installation.
- k. 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.
- l. Once install is complete, the Designer must notify their Newfields' staff liaison and be present by the Installation for a final inspection by Newfields staff. Once the final inspection is approved, the Designer is free to depart.
- m. All preparation areas must be kept clean and dry.
- n. Any materials left behind by designers are not the responsibility of Newfields and will be disposed of.

Repairing Installations.

- a. If an Installation is not refreshed after notification of damage, 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.
- b. If an Installation is damaged and the Designer does not come onsite to repair the Installation, thus resulting in it being pulled from the show, the Designer will be disqualified from participating in any future shows.
- c. Newfields reserves the right to remove failing components or entire Installations if they are not refreshed and kept looking their best.
- d. While Newfields is open to the public, it will not be permitted for Designers or their representatives to manipulate their Installations in any manner without forty-eight (48) hours business hour notice to the Festivals team (festivals@discovernewfields.org).

Deinstalling Installations

- a. Unless a formal request to retrieve Installations has been made, Installations will be disposed of by Newfields staff on Monday, November 2, 2026. If a Designer wants to

- retrieve their installation, they must submit their request in writing to Festivals (fesitvals@discovernewfields.org) by the installation date of Monday, September 21, 2026.
- b. Installation retrieval will be available on Friday, November 6, 2026 from 10 AM to 12 PM EST. **No other hours can be scheduled to retrieve Garden Monsters outside of this date and time. Exceptions will not be made.**
 - c. Any Installations intended to be retrieved, but not picked up by 12 PM EST on Friday, November 6, 2026, will be disposed of by Newfields staff on Friday, November 6, 2026.

Payment

- a. Newfields agrees to pay the Contractor a maximum fee of one thousand USD (\$1000) for the Garden Monster.
 - i. Submission of payment is contingent on successful installation and a forty-eight (48) hour window to ensure that the Garden Monster can withstand the weather and elements.
 - ii. If the Garden Monster fails within forty-eight (48) hours of installation, the Contractor will have the opportunity to make repairs. Submission of payment will be withheld for an additional forty-eight (48) hours to confirm the installation can withstand the weather and elements.
 - iii. If the Garden Monster fails a second time after the Contractor has completed the initial repair, Newfields reserves the right to remove the installation. In that case, Newfields will pay the Contractor fifty percent (50%) of the possible maximum fee for a total of five hundred USD (\$500).
- a. Invoices will be submitted to Newfields no more than ten (10) business days after Services are completed.
- b. Complete invoices must include the following information
 - o Name & Address that match submitted W9
 - o PO number listed at the top of the contract
 - o Date of Services
 - o Description of Services
 - o Total amount owed