



2017 Artist Loan Agreement: Annual STUDENT Show

This Artist Loan Agreement is for the **Annual Student Show** which is on display **from March 11 – April 23, 2017**. The **opening reception** shall take place **on March 11th 2-5pm**.

Guidelines:

1. Work should be ready to hang/display. (Matted, Framed, Wired, etc.) **Up to 3 pieces per artist.**
2. Each work should be presented with 2 index cards/pieces of paper on the back of work with the following Information: Name, Title, Medium, Price, and Phone Number.
3. Drop off dates **March 4th – 6th** during regular office hours.
4. Include payment (MasterCard, Visa, Discover, American Express, Cash, Check or Money Order) of the \$25 Hanging Fee.
5. 2D and 3D works accepted. Most media in fine and applied arts accepted. Certain works require preapproval.
6. Art Lab's gallery committee reserves the right to refuse works that do not meet its guidelines.

Artist Information:

Name

Address

City

State

Zip Code

Phone Number

E-Mail Address

Artwork Information:

Title: _____ Media: _____

Price: (specify dollar amount, POR or NFS)

\$ _____ Price on Request: Not For Sale

Title: _____ Media: _____

Price: (specify dollar amount, POR or NFS)

\$ _____ Price on Request: Not For Sale

- Title: _____ Media: _____

Price: (specify dollar amount, POR or NFS)

\$ _____ Price on Request: Not For Sale

Date _____
Payment _____
Form _____
Initials/Staff _____
Office Use Only

-----Cut here for artist receipt-----

Artist's Receipt for Annual Student Show

In submitting an entry to the show, the Artist contracts with Art Lab and acknowledges the acceptance of the following terms and conditions. All entries must be accompanied by a signed Artist Loan Agreement form and arrive labeled in accordance with the guidelines below. Art Lab reserves the right not to show any work submitted if it is not received in a timely fashion or not received in accordance with the guidelines. Submission of an entry constitutes full agreement with the terms of this Agreement. If a person other than the Artist signed the entry form, a written authority signed by the artist authorizing that person must be provided with the entry. The Art Lab will exercise all reasonable care in hanging the works submitted, but will not be responsible for the loss of or any damage to works while in the care of Art Lab. Art Lab makes no warranties or guarantees with respect to the work and all entries are submitted at the risk of the artist. Artists are responsible for insuring their work against loss or damage whether in custody of Art Lab or in transit. By submitting the entry, the Artist warrants that he or she has the full rights to do so and that he or she owns all rights in the work submitted or has obtained the written consent of any other person with rights to the work to show the work. The Artist indemnifies the Art Lab against any claim, loss or damage of whatever nature or cause however occurring and whether directly or indirectly relating to entered works or their delivery or description. The artist appoints the Art Lab to act as the agent for all purposes associated with exhibition and grants permission to reproduce any work submitted for the purpose of general publicity and promoting Open exhibitions. Art Lab's commission rate is 30% for pieces sold. The remaining 70% will go to the artist.

Student's Last Name _____ **Pieces Submitted** _____

Pick Up April 24- 26