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## Contract for an Exhibition Loan

DISCLAIMER: This sample contract is written as a checklist and guide only. You should in no way use this contract in its current state as a binding agreement between you and any individual, corporation, gallery, or venue. When entering into an agreement with any institution for short- or long-term work, a lawyer or attorney skilled in legal practices pertaining to the arts should review any contracts before signing. You can use this contract as a starting point for drafting an agreement for a commission, but do not rely on this contract in its present form and do not sign it until you have had legal counsel look at it and suggest alterations or changes.

Date of the Agreement: \_\_\_\_\_

This agreement is between \_\_\_\_\_ (the Artist) and \_\_\_\_\_ (the Exhibitor)

AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (hereinafter referred to as the "Artist"), located at \_\_\_\_\_ (city and state, country if necessary), and \_\_\_\_\_ (hereinafter referred to as the "Exhibitor"), located at \_\_\_\_\_ (the city and state, country if necessary), with respect to an exhibition loan as stated in this agreement

### Artworks:

The Artist agrees to loan the following artwork(s) to the Exhibition Site (if a Schedule of Artworks is attached, state so here):

If the work is an installation, include specific elements and state it is an installation.

If the work is a public art project, or site-specific work, describe and state so.

- Title:
- Medium:
- Size:
- Date Created:
- Price (if for sale):
- Insurance Value:
- Condition of Work:
- Framing and Mounting information:
- Commission taken by Exhibitor:

### Duration of Loan:

The Artist agrees to loan the Exhibitor the above works for the time period commencing \_\_\_\_\_ (date) and concluding \_\_\_\_\_ (date).

### Exhibition Information

- Title of the exhibition:
- Date of the opening reception:
- Hours of Gallery/Venue operation:
- The Exhibitor agrees to exhibit the Artist's work to the artist's specifications.
- The Exhibitor agrees to post accurate artwork labels as provided by the artist.
- The Exhibitor agrees to post accurate prices for work (if applicable) as provided on the attached Schedule of Artworks.

### Artist's Fees

The following fee(s) shall be paid to the Artist in exchange for exhibition of the above works:

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Payment schedule for the above artist's fees:

### Delivery

Work shall be delivered to the Exhibitor by the following date(s):

Work shall be delivered to the Exhibitor using the following service:

Delivery expenses shall be paid for by:

The Exhibitor shall agree to provide a written description of any damage to the artwork within five days of delivery.

### Insurance of Artwork

The Exhibitor shall be responsible for loss or damage to the works from the time of shipment from the Artist through the time of delivery back to the Artist.

The Exhibitor shall insure each work for the benefit of the Artist for the full value listed on the Schedule of Artworks listed above.

### Use of Artwork

The Exhibitor shall agree that the loan of the works listed in the Schedule of Artworks is for the purpose of Exhibition only.

### Installation of Artworks

Detailed list of who is responsible for framing work, installation of work, and cleaning and repairs to venue after work is de-installed:

### Copyright and Reproduction

The Artist shall reserve all reproduction rights, including the right to claim statutory copyright, on all works listed on the Schedule of Artworks listed above.

The Artist \_\_\_\_\_ gives permission \_\_\_\_\_ denies permission to photograph the works for publicity and documentation purposes.

The Artist \_\_\_\_\_ gives permission \_\_\_\_\_ denies permission to photograph the work for any catalog reproduction.

### Labeling

See attached labels corresponding to the Schedule of Artworks above. Note the information each artwork label should include.

Is the work in the collection of the Artist? Include exact formatting for the title, and if it should include a copyright notice.

### Return of Artworks

Artworks listed in the Schedule of Artworks shall be returned to the Artist by the following date:

Artworks listed in the Schedule of Artworks shall be returned to the Artist using the following service:

### Signatures

Signed by \_\_\_\_\_ (Artist)

On \_\_\_\_\_ (date)

and \_\_\_\_\_ (Exhibitor) On

\_\_\_\_\_ (date)

Exhibitor Address: