EXHIBITION/LOAN AGREEMENT West Valley College Art Gallery

Schedule of property loaned to or exhibited by West Valley-Mission Community College District.
This is to acknowledge the following property is on loan to or to be exhibited by West Valley- Mission Community College District.

Please type in the following information, and print twice as many as artworks submitted. Sign both and attach one loosely to each artwork submitted; this form is required for acceptance. One will be your receipt after delivering your artwork. There is a limit of ONE artwork per student for this exhibition.

Title: ____________________________
Medium: __________________________
Size (H” x W” x L”) __________________
Weight: ____________________________

PERIOD OF LOAN/EXHIBIT From ________ Through ________
to the West Valley College Campus Center Art Gallery.

CHECK ONE: ___Student ___ Employee ___Other ______(specify)

NAME OF ARTIST: ____________________________
Address: Street ____________________________
City: ____________________________ Zip Code: ____________________________
Telephone: ____________________________
Secondary phone number where you can be reached: ____________________________
Email: ____________________________

I understand and agree that, if the above described item is accepted for loan/exhibit, I will not hold the West Valley-Mission Community College District or any member of its staff liable for loss or damage. I have reviewed the area where the item(s) will be used/exhibited and am aware of the District’s security procedures. I have also read and understand the CONDITIONS AND TERMS OF LOAN AGREEMENT (on page 2 of this loan agreement).

Property of employees or students must be used in conjunction with their duties or course of study and such use must have been approved by an authorized District representative.

Artwork must be picked up at the scheduled dates and times. You may not remove your artwork before the scheduled pick up date. Artwork not picked up within two weeks after the pick up date will be discarded.

NOTICE:
*2-Dimensional works must be matted with rigid backing or framed and able to be hung by cables with either two “D”-hooks &/or braided heavy picture wire close to (more than 2” from) the top of the back of the work. Filament or single-strand or coated wire will not be accepted. Paintings must be on stretcher bars. No work may exceed 3 feet by 4 feet. For further guidelines, see page 2.
*Sculptural and 3-d works must be self-supporting and structurally sound. They must be able to be displayed on a pedestal or floor without danger of tipping or falling. We cannot suspend 3-d works from walls. Works with multiple pieces must be adhered securely (so they will not tip or fall in case of minor earthquake or by patrons walking by).

Work not fitting these criteria will not be accepted.

SIGNATURE OF ARTIST ____________________________ DATE ____________________________

This is to acknowledge that the above-listed work was received by the West Valley College Art Gallery by:

GALLERY REPRESENTATIVE ____________________________ DATE ____________________________
CONDITIONS AND TERMS OF LOAN AGREEMENT

*2-Dimensional works must be matted with rigid backing or framed and able to be hung by cables with either two “D”-hooks &/or braided heavy picture wire close to (more than 2” from) the top of the back of the work. Filament or single-strand or coated wire will not be accepted. NO wet or damp paintings will be accepted. All work on paper or panel must be framed and/or matted. Alternative framing must be approved by the curator/Gallery director prior to delivery. No work may exceed 3 feet by 4 feet. Canvas works must be gallery wrapped or have finished edges, i.e., no staples showing. Sign and title your work on the back even if signed on the front, unless your artwork is photography that has been signed on the mat. Use a removable label or masking tape if you do not want the data on the back to be permanently affixed. Clean and/or dust your work prior to delivery. Any framing, matting, or overall presentation deemed not suitable may result in the rejection of your work from the installation. Please review the framing and matting guidelines if you have questions:

*Sculptural and 3-d works must be self-supporting and structurally sound. They must be able to be displayed on a pedestal or floor, without danger of tipping or falling. We cannot suspend 3-d works on the walls. Works with multiple pieces must be adhered securely (so they will not tip or fall in case of minor earthquake or by patrons walking by).

Work not fitting these criteria will not be accepted.

1. REPRODUCTION. LENDER hereby gives the West Valley-Mission Community College District the right to photograph or otherwise record the described item(s) in any medium for purposes of archival record, catalog reproduction, education of publicity and the right to permit any authorized person or persons to do the same.

2. LENDER’ S INSURANCE. If LENDER maintains his/her own insurance coverage for the described work(s),

3. OWNERSHIP AUTHORITY. LENDER hereby expressly warrants that he/she is the owner of the described item(s) or is the legal representative of or has express authority to act as the agent for the owner in connection with the loan hereby made.

4. RECEPTION. It is customary for the artist to bring a small amount of food or drink (non-alcoholic) to share for the reception. 5-7 p.m. on the reception day. Please plan to attend (even if you cannot bring anything).

ACKNOWLEDGMENT OF RETURN OF LOANED ITEM(S)
LENDER hereby acknowledges receipt of the described item(s) loaned to the West Valley-Mission Community College District (i.e., the West Valley College Campus Center Art Gallery) under this agreement, all in good and acceptable condition.

The gallery will take all care necessary to not cause any damage or the loss of any works. However, due to the nature of these exhibitions, the gallery cannot be responsible for any damaged or lost artwork.

Item(s) received by: ___________________________________________ Date: ___________________