

## ● 2025 Artist Loan Agreement: Exhibit- 50th year

This Artist Loan Agreement is for the **50th Year Faculty Show** which is on display **from September 13 – October 4, 2025**. The **opening reception** shall take place **on Saturday, September 13<sup>th</sup> from 2-4 PM.**

### Guidelines:

1. Art Lab encourages students to submit works done within the last two years). Up to 2 pieces may be submitted.
2. Work should be ready to hang/display. (Matted, Framed, Wired, etc.)
3. 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, Phone Number and Instructor's Name.
4. **Drop off dates September 5-8, 2025 during regular office hours.**
5. There is no hanging fee!
6. 2D and 3D works accepted. Most media in fine and applied arts accepted. Certain works require pre approval.
7. Art Lab's gallery committee reserves the right to refuse works that do not meet its guidelines.

\_\_\_\_\_  
Staff Initials/For accepting work.

\_\_\_\_\_  
Date work dropped off

\_\_\_\_\_  
Artist Receipt Given to Artist

### Artist Information

**PLEASE PRINT LEGIBLY**

Name \_\_\_\_\_

\_\_\_\_\_  
Artist Signature (Is Acceptance of all terms and guidelines herein)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### Artwork Information

**PLEASE PRINT LEGIBLY**

1. Title: \_\_\_\_\_ Media: \_\_\_\_\_

Price: (specify dollar amount, POR or NFS)

\$ \_\_\_\_\_ Price on Request: ☐ Not For Sale ☐

2. Title: \_\_\_\_\_ Media: \_\_\_\_\_

Price: (specify dollar amount, POR or NFS)

\$ \_\_\_\_\_ Price on Request: ☐ Not For Sale ☐

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

### Entry Terms – 2025 50th year Faculty Exhibit *Artist's Receipt*

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. **WORK SHOULD BE PICKED UP ON OCTOBER 5 & 6, DURING REGULAR OFFICE HOURS.**

Artist Last Name \_\_\_\_\_ Date of drop off \_\_\_\_\_ Art Lab Staff Initials \_\_\_\_\_