

EISENTRAGER • HOWARD GALLERY

Loan Agreement Form

We cannot display artwork with incomplete loan agreements. Please read this contract carefully.

Complete requested fields and sign. Then return one copy to the email address on this form and keep a copy for your records.

Exhibition Title _____

Exhibition Dates _____

Dates of Loan _____

Artist Name (Lender) _____

Address _____

Telephone _____

Email _____

ARTWORK INFORMATION (1st Work)

Address all the requested areas for each titled artwork. Unless specified, insurance value will be assumed equivalent to sale price.
Individually titled works by the same artist are often not shown together so label diptychs or triptychs accurately (under 1 title).

Title _____

Media _____

Dimensions (H" x W" x D") _____ Year Created _____

Is this work for sale? _____ Sale Price _____

Insurance Value (in the event there are damages and the work must be appraised) _____

Installation Instructions or Needs

ARTWORK INFORMATION (2nd Work)

Address all the requested areas for each titled artwork. Unless specified, insurance value will be assumed equivalent to sale price.
Individually titled works by the same artist are often not shown together so label diptychs or triptychs accurately (under 1 title).

Title _____

Media _____

Dimensions (H" x W" x D") _____ Year Created _____

Is this work for sale? _____ Sale Price _____

Insurance Value (in the event there are damages and the work must be appraised) _____

Installation Instructions or Needs

ARTWORK INFORMATION (3rd Work)

Address all the requested areas for each titled artwork. Unless specified, insurance value will be assumed equivalent to sale price.
Individually titled works by the same artist are often not shown together so label diptychs and triptychs accurately (under 1 title).

Title _____

Media _____

Dimensions (H" x W" x D") _____ Year Created _____

Is this work for sale? _____ Sale Price _____

Insurance Value (in the event there are damages and the work must be appraised) _____

Installation Instructions or Needs

Please read carefully, fill out, and sign.

1 | The Gallery will provide insurance for the listed works during installation and throughout the exhibition. The works will be insured for (up to) the amount listed by the Artist | Lender. Loan Agreement form must be sent to the Gallery prior to or upon delivery of the artworks in order for the insurance to be in effect.

2 | The artwork will be carefully handled during installation and secure throughout the exhibition. Every reasonable care will be taken during de-installation and the packing the artwork for return shipment.

3 | The Gallery does not take a commission on the sale of artworks. Inquires regarding sales will be directed to the artist. Contact information for the artist will be given to the patron unless we are notified to the contrary.

Yes, you may give out my contact information.

No, do not give out my contact information.

4 | Unless notified in writing to the contrary, the Gallery will assume that objects lent under the terms of this agreement may be photographed by the public, for general publicity purposes -- including Gallery website and social media purposes.

5 | No artwork may be removed from the Gallery prior to the closing of the exhibition. To do so (for any purpose) will void the loan agreement and a new one must be completed.

6 | Unless noted, the Gallery will assume that objects lent under the terms of this agreement may not be handled by the public.

Yes, objects may be handled by the public.

List any special instructions for handling that we need to convey to the public (via wall label).

I (we) have read the conditions above and agree to them.

Signature of Artist | Lender | Organization

Date

Signature of Gallery Director

Date