



Artist Loan Agreement

Shipping:

Please understand that the SSC Art Gallery is unable to fund shipping costs for works shown in the Gallery. That means that the Artist/Lender is responsible for shipping costs and makes arrangements both to **and** from the Gallery. The SSC Art Gallery cannot be held responsible for damages incurred during shipment. Please package artwork(s) very safely and consider buying insurance if concerned. The artwork(s) will be returned and packed by experienced employees in the same or similar materials unless otherwise specified and provided by the Artist/Lender.

Ship only via **UPS or FedEx**.

The Artist/Lender must include a **pre-paid return shipping label** to receive artwork(s) after the show is over. It is important to note that the return shipping label **must include a call tag and/or shipping barcode**. This is because the package will be picked up by a UPS/Fed Ex employee from the SSC Art Gallery rather than being delivered to a UPS/Fed Ex store. Adhering to these stipulations will help to ensure a smooth and timely travel for the artwork(s)!

Shipping Address:

C/O Art Gallery
South Seattle College
6000 16th Ave. SW – JMB 120
Seattle, WA 98106-1499, U.S.A

The SSC Art Gallery appreciates cooperation in adhering to these shipping guidelines!

In Person Pick-up:

If the Artist/Lender is local, they may choose to personally deliver artwork(s). Please be sure to have the Artist Loan Agreement and artworks ready to hang, properly packaged and protected, delivered to the SSC Art Gallery by the drop date.

Care and Protection of your Artwork(s):

The artwork(s) will be cared for and protected to the very best ability of the SSC Art Gallery. Loaned artwork(s) will be stored in a safe locked area or during open gallery hours, shall be under the direct supervision of a gallery employee. In no event shall the SSC Art Gallery be liable for destruction or damage to the loaned object(s) caused by wear and tear, gradual deterioration, insects, vermin or inherent vice, restoration processes, hostile or warlike action, or confiscation by order of any government. All other types of damage or loss shall be covered while artwork(s) are under the care of the SSC Art Gallery.

Art Gallery, Office of Student Life

The SSC Art Gallery does not have a safe storage area for artwork after an exhibit is over. All pick up or return shipping arrangements should be made during scheduled art pick up times. If artwork(s) are not picked up during the designated art pick up period artworks will no longer be covered by SSC Art Gallery insurance. The Art Gallery staff will do it's very best to keep the artwork(s) safe and appropriately packaged in the meantime.

Insurance:

Artwork(s) shall be insured by the SSC Art Gallery insurance policy during their time at South Seattle College unless otherwise noted by the Artist/Lender. In the case of loss or damage loaned artworks shall be valued at amounts agreed upon by the SSC Art Gallery and the Artist/Lender. Insurance is not liable beyond the current market value of the artwork(s). If foreign values are applied please be aware that these currencies will be converted into US dollars at the rates in effect on the date of the declaration of insured artwork(s).

Sales:

Should an individual be interested in purchasing the Artist's work while in the SSC Art Gallery, the Gallery will provide the Artist with the potential buyer's information directly. The Art Gallery does not take a commission on sales. The artworks, however, will remain on display in the Art Gallery for the duration of the exhibition.

Ready to Hang:

Also please make note that all works submitted to the SCC Art Gallery must be ready to hang, including hanging wire for all framed works. Please include installation instructions if necessary.

Reproduction:

The Artist reserves all rights to the reproduction of the Artworks except as noted in writing to the contrary. The Gallery will not permit any of the Artworks to be copied, photographed or reproduced without the written permission of the Artist, as outlined and initialed below. In every instance of such use, the Artist shall be acknowledged as the creator and copyright owner of the Artwork.

Procedures for Modification:

Amendments to the Agreement must be signed by both Artist/Lender and Gallery and attached to this Agreement. Both parties must initial any deletions made on this form and any additional provisions written onto it.

HVAC:

The Artist/ Lender understands that the SSC Art Gallery does not have a separate HVAC system to the building and cannot guarantee any temperature or humidity within the gallery space. The SSC Art Gallery, however, will do everything it can to keep the artwork(s) in appropriate conditions when possible.



Exhibition Title:

Dates:

Artist/Lender Information:

Name: _____

Telephone: _____

Address: _____

Email Address: _____

Signatures:

Consented and agreed to, Artist/Lender

_____ Date _____

Consented and agreed to, The Gallery

_____ Date _____

Please initial next to the following statements in agreement for image use for marketing, including on social media:

_____ I agree to permit the SSC Art Gallery to use my artwork(s) for the purpose of promotion of the exhibition on social media, including, but not limited to Facebook and Instagram.

_____ I would like to be cited as the artist whenever my work is used on social media.

_____ I agree to permit the SSC Art Gallery to use my artwork(s) for the purpose of marketing the exhibition, including, but not limited to use in creation of posters, postcards and use on the Gallery webpage.

_____ I would like to be cited as the artist whenever my work is used for marketing.

_____ I agree to permit visitors in the gallery to photograph my work while on display in the SSC Art Gallery.

* See last page for list of submitted artworks



List of works submitted:

All works considered in good condition upon receipt by the gallery, unless otherwise stated in the condition notes below.

Title	Description	Size	Medium	Insurance Value
Condition Notes:				
Condition Notes:				
Condition Notes:				
Condition Notes:				
Condition Notes:				
Condition Notes:				
Condition Notes:				