



# ASHEVILLE AREA ARTS COUNCIL

The Refinery  
207 Coxe Ave  
Asheville, NC 28801  
828.258.0710

## EXHIBITION LOAN AGREEMENT

Exhibition title: \_\_\_\_\_

Exhibition dates: \_\_\_\_\_

Loan period: \_\_\_\_\_

Lender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

All artists and curators participating in exhibitions with the AAAC must have a current membership. Annual individual memberships are \$35 and must be purchased before the mutual signing of this contract.

## OBJECTS TO BE BORROWED:

ARTIST	TITLE	DATE	MEDIUM	DIMENSIONS	PRICE	INSURANCE VALUE

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Photo Credit: \_\_\_\_\_

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## **THIS LOAN IS SUBJECT TO THE FOLLOWING CONDITIONS**

The Lender signature endorses the following conditions of the loan:

### **Insurance:**

The object(s), to include time of receipt, exhibition timeframe, and return packaging, will be insured by Asheville Area Arts Council. An AAAC exhibition loan agreement must be completed for the object(s) to be included under the insurance policy. Insurance of object(s) during transport to and from The Refinery is the responsibility of the Lender.

### **Packing and Transportation:**

Artists may hand deliver their work to the AAAC. If shipping work, the cost of transport of the loaned object(s) to and from The Refinery will be the responsibility of the Lender. Please include a pre-paid FedEx or UPS shipping label inside the box you ship the work here in. Do not send stamps! The works must be packed with appropriate materials designed to give maximum protection to the object(s) and will be repacked in the same or similar materials as received unless otherwise authorized by the Lender.

Pack artworks securely in reusable containers with reusable packing materials. We prefer that all framed works use Plexiglas. Any artworks incorporating breakable elements should be double boxed and/or shipped in wooden crates. Please include any packing, shipping and/or installation instructions needed for the safe handling and return of your work. All artwork must arrive at The Refinery no later than \_\_\_\_\_.

### **Care of Objects and Installation:**

In conjunction with the artists and curators, professional gallery staff from The Asheville Area Arts Council will handle the unpacking, packing, transport, and installation of the object(s). The object(s) will be maintained in the condition in which it was received from the Lender. AAAC will generate a condition report for every object upon arrival and departure. If any changes in the condition of the object(s) are noted during the time frame of this loan the Lender will be contacted without delay.

The object(s) borrowed will be given special care at all times to ensure against loss, damage or deterioration. No object will be altered, cleaned or repaired without the written permission of the Lender. If damage should occur while on exhibit at The Refinery, the Exhibitions Manager will notify the Lender immediately.

### **Reproduction and Credit:**

The object(s) will be labeled and credited to the Lender. Unless otherwise stipulated in writing by the Lender, the visiting public may take impromptu photographs, but no other reproduction is permitted except photographic copies for publicity uses related to the stated purpose of the loan. No images may be taken for commercial purposes without permission from the artist.

### **Images, Resume, Bio/Statement:**

The Lender is required to email a high resolution image of the selected piece for the Exhibition (no smaller than 300dpi and 5"x7"), an exhibition resume, and a 1-page biography and/or artist statement [mamie@ashevillearts.com](mailto:mamie@ashevillearts.com) no later than \_\_\_\_\_.

**Reception:**

We encourage artists to attend all exhibition specific events during the duration of the show. The curator and/or artists must arrive at least 30 minutes early and stay 30 minutes after to assist AAAC staff in setting up and closing down the reception. AAAC will provide donated beer/wine, water, plates, cups, and napkins. Food is the responsibility of the curator and/or artists.

**Sales:**

Artwork may be considered available for purchase while on exhibit. **The Asheville Area Arts Council requires a 35% commission on any artwork sold through the gallery.** All sold objects must remain with the exhibition for its duration and will not be forwarded to the purchaser until the end of the loan period. Payments for all sold pieces will be made within 30 days of the exhibit's closing. Shipment of all sold object(s) will be paid by the purchaser. If the work is not for sale, please state "NFS" in the price section of this loan agreement, but include the object's value as well in order for the piece(s) to be insured under AAAC's policy.

**EXHIBITION CALENDAR**

Exhibition contract due: \_\_\_\_\_

Artwork due to AAAC: \_\_\_\_\_

Exhibition on view: \_\_\_\_\_

Opening Reception: \_\_\_\_\_

Pack and pick up of work: \_\_\_\_\_

Address all inquiries and shipments to: Mamie Fain, Exhibitions Manager  
 The Refinery  
 Asheville Area Arts Council  
 Asheville, NC 28801  
[mamie@ashevillearts.com](mailto:mamie@ashevillearts.com)  
 828.258.0710

Permission to reproduce artwork in an exhibition brochure, for publicity or for educational purposes is assumed unless otherwise stated by the lender.  
 By signing below the Lender agrees to all dates and conditions of this loan.

\_\_\_\_\_  
 Lender or Authorized Agent Date

\_\_\_\_\_  
 Asheville Area Arts Council Representative Date