



TEAM KENTUCKY GALLERY LOAN AGREEMENT FORM

<i>Please provide the following information.</i>			
Artist Name:			
Business Name:			
Address:		City:	Zip:
County:		Phone Number:	
E-mail Address:		Website:	
ARTWORK			
Title of Accepted Artwork:			
Media:			
Size:	Height	Width	Depth
Is this work for sale?			
Yes If yes, what is the retail price? \$			
No If no, what is the insurance value? \$			
Artwork will be returned by:			
Prepaid UPS or FedEx (We cannot accept USPS prepaid postage.)			
Picked up by lending artist between the dates of			

By signing below, the artist agrees to all of the following terms and conditions:

- The artwork listed on this agreement is the personal work of the artist who is lending it. The artist has the authority to lend the work for use in the Team Kentucky Gallery.
- The artwork must be adequately wrapped and boxed for transport to the Rotunda. Do not use Styrofoam peanuts or shredded paper.
- Artwork must be installation ready with a hanging wire on the back. Other types of hanging hardware must be approved prior to delivery of the artwork.
- The artist certifies that the object(s) lent are in such condition as to withstand ordinary strains of handling, packing and transporting.
- Images of the artwork may be used for educational and publicity purposes on the exhibit website for an indefinite period of time.
- There will be no commission on the sale of artwork.
- If contacted by a potential buyer, the artist's phone number or email address may be given to the buyer.
- The artwork(s) shall remain in the possession of the Commonwealth of Kentucky for the time specified on this agreement, but may be withdrawn from the exhibit at any time at the discretion of the exhibitor.
- All costs associated with delivery and return of the artwork are the responsibility of the artist.
- The artist agrees that, in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the insurer, hereby releasing the Commonwealth of Kentucky and its employees from any liability in connection with the work(s).
- The Commonwealth of Kentucky insurance policy contains the usual exclusions for loss or damage due to war, invasion, hostilities, rebellion, insurrection, confiscation by order of any government or public authority, risks of contraband or illegal transportation and/or trade, nuclear hazard, wear and tear, gradual deterioration, moths, vermin and inherent vice.
- The artist understands that the insurance policy covers the work(s) between the date of delivery and the final pick-up date as outlined on the first page of this agreement.
- The Commonwealth of Kentucky does not accept responsibility for any error or deficiency in information furnished by the artist.
- Artists electing to pick up their artwork in lieu of shipping must do so within 21 days of the close of the exhibit or the artwork or it will become the property of the Commonwealth of Kentucky.

The Commonwealth of Kentucky agrees to the following:

- The Commonwealth of Kentucky will exercise the same care with respect to the work(s) of art referred to on the face of this agreement as it does in the safekeeping of comparable property of its own.
- Artwork will be returned to the artist packed in the same manner as received, and with the same or similar materials, unless otherwise authorized by the Lender. Artists should expect some wear and tear on packing materials.
- The Commonwealth of Kentucky will insure the work(s) for the dollar amount and the length of time specified by the artist on the face of this agreement.

The Lender represents and warrants that he/she has full power and authority to make this loan and acknowledges that he/she has read the conditions and agrees to abide by said conditions.

Artist's Signature

Date

Commonwealth of Kentucky Designee Signature

Date

TEAM KENTUCKY GALLERY ARTWORK LOAN CONDITION REPORT

Artist Name:						
Title(s) of Artwork:						
Media:						
DELIVERY DETAILS						
How did work arrive?	Delivered	Shipped	Picked Up	By	Date	
How will work be returned?	Delivered	Shipped	Picked Up	By	Date	
<i>For items that will be return-shipped, attach the pre-paid shipping label (for UPS or FedEx only) to the back of this document.</i>						
CONDITION IN						
	Excellent	Good	Fair	Poor	Damaged	
In case of damage, indicate what kind:						
	Discoloration	Scratches	Dirt / Grime	Stained	Corrosion	Tarnish
	Warping	Shrinkage	Flaking	Holes	Tears	Bulges
	Cracking	Mildew	Moisture	Breakage		
Note any other problems:						

Diagram or Photo of Artwork
Note location of any damage

Conditioned By/ Date