

# West Orange Arts Council Small Works Art Exhibit

## INCOMING ART LOAN AND DISPLAY AGREEMENT

- AGREEMENT:** The undersigned (“Lender” or “Owner”) lends to The West Orange Arts Council (“WOAC”), 551 Valley Road, West, Orange, NJ 07052, the art and other objects identified below (“Objects”) for the period described below, subject to the terms and conditions set forth herein, and understands and agrees to be bound by all terms and conditions of this agreement with the WOAC.
- EXHIBITION:** West Orange Arts Center Small Works
- LOCATION/SITE:** West Orange Arts Center, 551 Valley Road, West Orange, NJ 07052
- DISPLAY PERIOD:** October 15-December 17, 2017.
- LENDER:** Name:  
Home Address:  
Telephone: (home) (cell)  
Email:  
(Correct information necessary for labels and publicity)
- OBJECTS:** Please identify in the attached schedule the Objects you are exhibiting. Include your name, title of artwork, size, medium and price (if offered for sale). Objects must be 2- dimensional art only and must be **WIRED** for hanging.
- INSURANCE:** The Lender understands and agrees that the loan Objects are not and will not be covered by any insurance of the WOAC, West Orange Arts Center, or the Township of West Orange. The Lender assumes all risk and financial responsibility in the event of damage or loss.
- RELEASE/WAIVER:** The Lender waives and releases the WOAC, West Orange Arts Center, and Township of West Orange and disclaims all such liability for loss or damage to Objects.
- COMMISSION:** If any Object is sold at or in connection with the Exhibition, the Lender/Owner shall pay and the WOAC shall be entitled to receive and to retain, as a commission, 25% of the Object’s sale price. The Lender/Owner agrees to report to the WOAC all sales of the Objects sold at or in connection with the Exhibition.
- RECEIVING/  
PICK-UP** Date required for receiving loan Objects: **October 15, 2017**  
Date required for pick-up after Exhibition: **December 17, 2017**

All artists are required to sign up to gallery sit during your show. Sign up via [www.SignUpGenius.com/go/30E0E44ABA62FAAFD0-woac](http://www.SignUpGenius.com/go/30E0E44ABA62FAAFD0-woac) or at [www.woarts.org](http://www.woarts.org). Gallery sitting plays a crucial part in exhibit operations. Thank you in advance for helping to make this show outstanding.

The Lender/Owner represents, acknowledges and agrees that he/she has full authority and power to make this loan and to enter into this agreement; that he/she has read and understands the terms and conditions set forth in this agreement; and that he/she agrees to be bound by them.

**SIGNATURE:** \_\_\_\_\_  
Lender/Owner or authorized agent

Date In: \_\_\_\_\_  
Date Out: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
West Orange Arts Council

Date In: \_\_\_\_\_  
Date Out: \_\_\_\_\_

**SCHEDULE "A"-OBJECTS LOANED/DISPLAYED**  
**(please complete list below signature if necessary)**

Lender/Owner: \_\_\_\_\_

<u>Title of Work:</u>	<u>Medium:</u>	<u>Size:</u>	<u>Price/Value if NFS:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The Lender/Owner represents that: the art Objects described above and displayed are his/her original work; that he/she owns the Objects and has the right to display and/or sell the Objects; and that he/she authorizes the WOAC to sell the Objects at the prices specified, unless described as NFS.

\_\_\_\_\_  
Signature