

Works List

Accession No. <i>(if available)</i>	Artist	Title	Insurance Value
Date	Dimensions (HxWxD) in	Medium	Lender

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Copy this page if you are including more than 6 works.

Art Exhibition Loan Agreement and Policies

Artist or Lender's name: _____

Exhibition title: _____

Exhibition dates: _____

Insurance Value (total of all works): _____

Adelphi University (Adelphi) will exercise the requisite standard of care with regard to the subject works exhibited that is applied for exhibits of this kind. For purposes of this agreement artist and lender are assumed to be the same person.

Insurance: Works will be insured by Adelphi's fine arts policy, for the amount indicated on the agreement, against risk of physical loss or damage from external cause while on location during the period of exhibition including storage periods (before or after the exhibition). The policy referred to contains the usual exclusions of loss or damage due to such causes as gradual deterioration, weather related deterioration, acts of God, inherent vice, war, invasion, hostilities, insurrection, confiscation by order of any government or public authority, risks of contraband or illegal transportation and/or trade. In the event a claim for the coverage the Adelphi fine arts policy is necessary, it is understood and agreed that it is the lender's sole obligation to provide the reasonable and customary proofs of the insurable value stated on this form. Failure of the lender to substantiate the insurable value will result in a denial of the claim.

If the artist elects to maintain his or her own insurance, the artist shall furnish Adelphi University with a certificate of insurance naming Adelphi University as additional insured and waiving subrogation against Adelphi University. Otherwise, this agreement shall constitute a release of Adelphi from any liability in connection with the property exhibited. Adelphi University can accept no responsibility for any error or deficiency in information furnished to the lender's insurance or lapses in coverage.

Transportation: The cost and in-transit liability for the works, to and from Adelphi, is the sole responsibility of the lender unless otherwise agreed to in writing between Lender and Adelphi. The lender will assure that the object is adequately packed for the type of shipment, and if necessary, will include any special instructions for unpacking and repacking. Photography: You agree to allow Adelphi University and gallery visitors to photograph work while on display for educational and publicity purposes. Images submitted can be used for educational, catalog, record and publicity purposes. When used in photographs or in exhibitions, appropriate credit will be given to the lender.

Installation/Pickup: The gallery staff will install works for display. Submitted works must remain in the possession of Adelphi University for the dates specified on the face of this agreement, but may be withdrawn from the exhibition at any time by the gallery director or University Administration.

All artwork must be ready for installation. Lender must advise the Exhibitions Program of any existing defects in the Object prior to installation. The gallery does not provide framing services. Works cannot be stored for over 14 days prior to installation.

All artwork must be picked up on agreed upon days. If the artist is unable to, they must notify the director as soon as possible. Due to storage limitations artwork cannot be stored for over 14 days.

Art Exhibition Loan Agreement and Policies (Continued)

Reception: The gallery provides all catering for receptions. Light refreshments are served.

Cancellation: The gallery or the artist may cancel an exhibition no less than 4 months prior to installation.

Publicity: The gallery creates a hard copy exhibition card for distribution around campus. Additional cards may be provided upon request. Digital versions will be distributed to visitors, galleries, libraries, institutions, various news organizations, etc. by the institution. Listings may appear in print in various publications.

Storage: Artwork packaging is kept for the duration of the exhibition. Special arrangements must be made for oversized crates and packing materials.

Sales: As a nonprofit educational institution, the gallery cannot process sales. Buyers will be referred to the artist.

Signature

Date

Print Name

Phone

Email

Address

Keep a copy of the contract and entry form
and mail or email the originals to:

Adelphi University
Jon Duff, Exhibitions and Art Collection Curator
Levermore Hall RM 407
Garden City, NY 11530-0701

Phone: 516-877-3126
Email: jduff@adelphi.edu

Jon Duff, Exhibitions and Art Collection Curator
Signature for Adelphi University

Date



Exhibitions and Art Collection
Levermore 407
One South Ave
Garden City, NY 11530

Contact Information

Jon Duff

Exhibitions and Art Collection Curator
Archives and Special Collections
jduff@adelphi.edu
516.877.3126 || m 262.352.6872

Office:

Levermore 407
One South Ave
Garden City, NY 11530

Website:

<http://art-galleries.adelphi.edu/>