Middle Tennessee State University
Art Exhibition and Loan Agreement
MTSU Department of Art and Design as Borrower

This Art Exhibition and Loan Agreement is entered into by Middle Tennessee State University (hereinafter “MTSU”), on behalf of the Department of Art and Design (hereinafter “Department”), and the Lender identified below. The Department will retain this Agreement and provide a copy to the MTSU Office of Compliance and Enterprise Risk Management.

Unless otherwise noted, MTSU will provide return shipping of the artwork only and will not cover the cost for artwork shipping to MTSU.

BORROWING DEPARTMENT AND EXHIBITION INFORMATION

Exhibition Name: _________________________________________________________________
Start Date: __________ End Date: __________
Exhibition Location: _______________________________________________________________
Deadline date for publicity materials: ____________
Department Contact: ______________________________________________________________
Email: __________________________________ Phone: _________________
Reception Date and Time: _________________________________________________________
Saturdays@Todd Workshop? (Y/N) __
Visiting Artist? (Y/N) __ Will housing be needed? (Y/N) __

LENDER CONTACT

Lender’s Name: _______________________________________________________________
Email: __________________________________ Phone: _________________ Cell: ________________
Address: __________________________________ City: ________________ St: ___ Zip: ________
Contact Person (if different from Lender listed above): ______________________________________
Email: ____________________________________________ Cell: ________________
If MTSU Employee or Student, Name of Department: N/A Cell: N/A
If non-MTSU Student, Name of School, College or University attending: __________________________________________________________________ Cell: _____________

MTSU CONTACT:

Eric V. Snyder or Rick Rishaw
Phone 615-898-5532
Email Eric.Snyder@mtsu.edu – (Coordinator), Rick.Rishaw@mtsu.edu – (Preparator)
Art Telephone 615-898-5532 or 615-898-2455

LOANED OBJECT DESCRIPTION

If there are multiple loaned objects, a separate Art Exhibition and Loan Agreement must be completed for each loaned object or the separate schedule below must be completed and attached. Each loaned item must be listed by the following:

Artist/Owner Name: _____________________________________ Title: _____________________

Date Completed: ___________

Description of Media: (ceramics, graphic design, painting, print media, sculpture, etc.)
______________________________________________________________________________

Insured Value: ________

Is loaned object 2-dimensional (painting, drawing, etc.,) or 3-dimensional (sculpture, ceramics, etc.,)? □ 2D □ 3D

For 2-D work: Size w/o Frame: Height __ Width __ Size w/ Frame: Height __ Width __

For 3-D work: Size w/o Base: Height __ Width __ Depth __ Size w/ Base H__ W__ Depth ___

Do you own the copyright to the artwork(s) and any component materials incorporated into the artwork (Y/N)? ____ If not, who does? ________________________________

If you do not own the copyright to the artwork, please provide a copy of the license authorizing your use of the copyrighted material.

Condition (note any pre-existing damage): __________________________________________

A condition report will be completed for each loaned object upon arrival at Borrower’s location. A copy will be kept for University records and also for Borrower records.

Special handling requirements needed for onsite or for shipping purposes?
_____________________________________________________________________________

SHIPPING

N/A

N/A
Deadline date of arrival: ___________ Return date: ___________ Shipment via: ________________

Address from which loaned object is to be shipped or picked-up:
________________________________________________________________________________

Address to which object is to be shipped when exhibition concludes:
________________________________________________________________________________

Who arranges for shipping to: _______________ Who pays: _______________ Who is shipper:
________________
Who arranges for return shipping: _______________ Who pays: _______________ Who is
shipper: __________
Shipping from MTSU via (select one): USPS, UPS, FedEx, or department truck: ________________

INSURANCE

MTSU or Lender (select one) shall provide insurance coverage for loaned objects. If the artwork will
be MTSU-insured, Lender may request Certificate of Insurance. If the artwork will be Lender-insured,
Lender shall submit a certificate of insurance to MTSU. See Terms and Conditions for additional
details.

• Insurance provided by MTSU (Y/N): ____ Does Lender require Certificate of Insurance (Y/N) ____
  Declared Value _________________
• Insurance provided by Lender (Y/N): ____ Has Lender submitted Certificate of Insurance (Y/N) ____
  Declared Value _________________

SPECIAL TERMS AND CONDITIONS

EXHIBITION AGREEMENT TERMS AND CONDITIONS

1. The artwork listed and described above and on any subsequent pages are hereby consigned
   by the Artist/Owner for display in the MTSU Todd Art Gallery (TAG), Todd Hall, Room 224A.
2. The Artist/Owner agrees to clearly and accurately label work on the back of said artwork to
   include Artist’s/Owner’s name, title, size, media, and value. Where such labeling is not
   possible: Send docx file: Eric.Snyder@mtsu.edu with name, title, size, media, and value. If
   possible, include image thumbnails as failsafe to correct identification.
3. The Artist/Owner agrees to have said artwork properly framed, wired, or otherwise in a
   condition to ensure the artwork is ready for installation and adequately packaged for shipping.
   All artwork shall be of the structural integrity to be installed and displayed for the duration of
   the exhibit.
4. As loan recipient, MTSU Department of Art/Todd Art Gallery, by accepting the listed artwork,
   acknowledges their loan and the work(s) current condition. Dated images of condition upon
arrival at TAG will be placed on file in the gallery office, Todd Hall, Room 212A. Further, MTSU Department of Art/Todd Art Gallery acknowledges liability for any damage incurred to artwork while artwork remains in their possession.

As a state institution, MTSU is self-insured. Lender Initials: _____ Borrower Initials: _____

SIGNATURES

The undersigned agree to the Art Exhibition and Loan Agreement and the Terms and Conditions Governing the Loan Agreement.

Lender/Authorized Agent:

_________________________________________ __________________________
Signature Print Name and Title

Date: ______________________

MTSU/Authorized Agent:

_________________________________________ __________________________
Signature Print Name and Title

Date: ______________________

Loan Location MTSU Todd Art Gallery