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Development Coordinator: Maya Delano  
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Gallery Coordinator: Bianca Jimenez Gutierrez  
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37 Sudden St., Watsonville, CA 95076  
831-722-3062  
[pvarts.org](http://pvarts.org)  
Wednesday – Sunday 11:00am-4:00pm

## ARTIST LOAN AGREEMENT *Around and Round*

Exhibition date: May 29 – July 14, 2024

**Opening Reception: June 2, 2024 2:00PM-4:00PM**

Thank you for carefully reading the following information and for working with us to accurately complete the necessary paperwork required by our insurance company and Board of Directors. Artwork cannot be accepted for the show if this form is not received prior to delivery of artwork.

Questions about the loan agreement? Contact: Hedwig Heerschop, Exhibit Coordinator, email: [hedwig@pvarts.org](mailto:hedwig@pvarts.org)

### **CALENDAR**

<b>04/29/24 Monday</b>	Loan Form and Artist Statement due to PVA
<b>05/29/24 Wednesday</b>	Exhibit Opens
<b>06/02/24 Sunday</b>	Opening Reception, 2:00PM – 4:00PM
<b>07/14/24 Sunday</b>	Exhibit Closes

### **DELIVERY:**

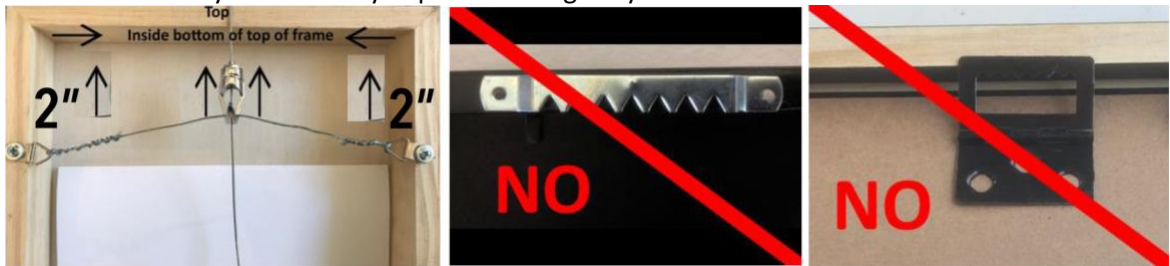
I, \_\_\_\_\_ (print name), will loan the Pajaro Valley Arts (PVA) artwork, merchandise, and/or display items for the exhibit listed above. All artwork will be new to the Pajaro Valley Gallery (not previously exhibited there) unless pre-authorized by the curator and PVA.

1. All artwork will be delivered to and removed from PVA by the curators at their designated times.
2. Items will arrive labeled according to curators' specifications.

**PICKUP:** Curators will pick-up artwork on the designated date and time and will be responsible for delivery to artists. Sold artwork will be released to buyers at the end of the exhibit, except for items designated as Cash and Carry. Artwork will not be released for pickup prior to 4:00 pm on 07/14/24. There will be no exceptions.

**CONDITION OF ARTWORK:** Conditions of acceptance will be determined at the discretion of PVA. PVA reserves the right to refuse artwork that it deems structurally not ready for display for any reason. Because of the age and condition of our gallery, ceiling installations are discouraged.

- a) In order to be insured, the lender must take reasonable care to secure the artwork for display. All framed pieces must be wired and ready to hang, with wire no higher than 2" from the inside bottom of the top of the frame (**see photos**). (Ikea frames are allowed, must be wired and ready to hang). PVA reserves the right to choose not to insure, accept or exhibit artworks that do not meet these criteria or have other unfinished and/or potentially hazardous conditions.
- b) Artwork delivered to PVA must match the descriptions provided by the artist. Please do not substitute artworks.
- c) It is required that special needs for displaying 3-D work be discussed with the curator 14 days prior to delivery date. All 3-D work must be stable and all elements securely attached. There may be size and weight limitations. Any pedestals or cases provided by the artist must also meet safety criteria and must sit firmly and securely in place at the gallery.



- d) Label information, price or value may not be changed once artwork has been delivered and the final information has been approved.
- e) Once an exhibit opens, labels and price list will be corrected for PVA errors only.

**INSURANCE:** PVA carries a limit of \$2,500 per artwork (based on the retail price less PVA commission) for exhibition in the PVA Gallery. All exhibit insurance expires on the last minute of the last day of pick up as listed above. PVA is not responsible for work picked up after the deadline. PVA will not be responsible for damages to artwork incurred during shipping.

**PROMOTION:** I agree to allow PVA to publish digital images provided by me for the purposes of press releases and marketing, at their discretion. PVA accepts digital images:

- a) Send digital files via the online submission form
- b) In JPG format, must be 300 dpi resolution or better, no larger than 6 inches in any direction.

I also agree to allow PVA to capture images of any work featured in the gallery and to publish at their discretion, including releasing such images to media outlets for the purpose of marketing including PVA's website, press releases, catalogue, and exhibit literature.

**EDUCATION:** We would like to present as much information as possible to educate the public as to how these art pieces are created. If you have any process pictures, or a video that shows your techniques, please let us know so that we can include them in our educational plans.

**SALES:** We encourage you to show work that is for sale. PVA will retain a commission on all artwork sold during the exhibit (**30% for members, 45% for nonmembers**). The artist sets the price. When you list the price on the loan form, be sure to include the commission. PVA does not negotiate with buyers, alter the artwork or sell portions of multi-unit artwork, unless the artist has priced them separately. PVA does not sell artwork "unframed" when it is displayed framed.

Artwork sold during the exhibit will be released to the buyer at the end of the show, except that Cash and Carry items will be released upon the sale of the work. A check for payment will be mailed within two weeks after the exhibit closes. PVA collects payment and sales tax at the time of sale and accepts VISA, MasterCard, and American Express.

All artwork/items to be submitted will be specifically described on the **Loan Agreement**, and all artwork described is covered by this agreement. You may withdraw any submission if done so **within 20 days prior** to the first day of the exhibition date.

#### **AGREEMENT TO TERMS OF LOAN**

I understand that the artwork described on the following pages (and any additional pages submitted) is subject to the terms of the "Artist Loan Agreement" as described in this document. I agree to allow PVA to publish my name and information about any artwork submitted.

**YES**                      **NO**                      (check mark one) I am willing to receive calls from the press for interviews.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

**Make a copy of the completed Loan Agreement to print, sign and submit with your artwork.**

**Email a copy of this filled out saved PDF to **both** of the following email addresses:**

**exhibits@mbmag.org and hedwig@pvarts.org**

**PRINT ARTIST NAME AS YOU WANT IT SHOWN ON THE GALLERY LABEL**

**ARTIST NAME:** \_\_\_\_\_

**01. TITLE OF PIECE:** \_\_\_\_\_

**MEDIUM:** \_\_\_\_\_

**DIMENSIONS:** Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Approximate Weight \_\_\_\_\_

**DESCRIPTION:** *(Please limit description to 1 simple line, fewer than 10 words)*

\_\_\_\_\_

**IS WORK FOR SALE?**

**YES** \_\_\_\_\_ **Sale price: \$** \_\_\_\_\_ **NO, NFS** \_\_\_\_\_ **Value** \_\_\_\_\_

**ARTIST NAME:** \_\_\_\_\_

**02. TITLE OF PIECE:** \_\_\_\_\_

**MEDIUM:** \_\_\_\_\_

**DIMENSIONS:** Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Approximate Weight \_\_\_\_\_

**DESCRIPTION:** *(Please limit description to 1 simple line, fewer than 10 words)*

\_\_\_\_\_

**IS WORK FOR SALE?**

**YES** \_\_\_\_\_ **Sale price: \$** \_\_\_\_\_ **NO, NFS** \_\_\_\_\_ **Value** \_\_\_\_\_

**ARTIST NAME:** \_\_\_\_\_

**03. TITLE OF PIECE:** \_\_\_\_\_

**MEDIUM:** \_\_\_\_\_

**DIMENSIONS:** Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Approximate Weight \_\_\_\_\_

**DESCRIPTION:** *(Please limit description to 1 simple line, fewer than 10 words)*

\_\_\_\_\_

**IS WORK FOR SALE?**

**YES** \_\_\_\_\_ **Sale price: \$** \_\_\_\_\_ **NO, NFS** \_\_\_\_\_ **Value** \_\_\_\_\_

**GALLERY STORE:** for retail sales for Cash and Carry original artwork. You are encouraged to bring in artworks **PRICED UNDER \$200 for sale.**

**PLEASE LIST ITEMS FOR SALE IN THE GALLERY STORE** (Additional pages may be added as necessary)

1. \_\_\_\_\_ Sale Price \$ \_\_\_\_\_ Quantity \_\_\_\_\_  
(Title/Description)
2. \_\_\_\_\_ Sale Price \$ \_\_\_\_\_ Quantity \_\_\_\_\_  
(Title/Description)
3. \_\_\_\_\_ Sale Price \$ \_\_\_\_\_ Quantity \_\_\_\_\_  
(Title/Description)
4. \_\_\_\_\_ Sale Price \$ \_\_\_\_\_ Quantity \_\_\_\_\_  
(Title/Description)
5. \_\_\_\_\_ Sale Price \$ \_\_\_\_\_ Quantity \_\_\_\_\_  
(Title/Description)

**Make a copy of the entire completed Loan Agreement to print, sign and submit with your artwork.**

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