

Arts and Heritage Center of North Augusta
100 Georgia Avenue, North Augusta, SC 29841 / (803) 441-4380

OPEN SESSION 2021

Incoming Loan Agreement Form (Visual Arts)

Name: _____ Date: _____

Address: _____

City, State, Zip _____

Phone: _____ Email: _____

I hereby attest that I am the sole owner/agent to the rights of the property listed below. Said object(s) are loaned to the Arts and Heritage Center of North Augusta.

Exhibition: OPEN SESSION 2021 Drop Off January 4-5, Pick up February 12, 2021

RECEPTION and PRIZES awarded: **Thursday, January 7, 5:00 – 7:00pm**

	1	2	3
Title			
Medium			
Size			
Insurance Value			
Sales price			

The Arts and Heritage Center of North Augusta reserves the right to photograph, film, or otherwise use an image of the object(s) on loan for the purpose of publicity, education or the production of a catalog.

I have read all pages connected with this Loan Agreement and agree to all terms set henceforth.

Owner/Agent Signature

Date

Owner/Agent Printed Name

AHCNA Representative Signature

Date

AHCNA Representative Printed Name

Special conditions: _____

This loan agreement represents an agreement between the Arts and Heritage Center of North Augusta (AHC) and the lender(s) named on this document. Any variation of terms noted must be in writing on this form and approved in writing by both parties.

The lender received no goods or services for this loan.

The lender hereby releases the AHC, its agents and employees, from liability for any and all claims arising out of loss or damage to such objects, except to the extent of the AHC's insurance coverage.

To end the loan period prior to the agreed upon term notated on this document, the lender must submit a letter requesting the return of their object(s) and allow the AHC time to process the paperwork, remove the object, complete condition reports, and package the item for return.

ART RETRIEVAL POLICY

The Arts and Heritage Center is an exhibition facility and has very little storage space. The AHC cannot store exhibition pieces that have not been retrieved after an exhibit. Artists who exhibit at the AHC are provided with the dates of the exhibit and dates for retrieval of exhibit material. Artists must comply with these deadlines and remove exhibited material within the designated time frame unless prior arrangements are made in writing with the Executive Director. The AHC's procedure for exhibit material that is not picked up on time is:

- I. A telephone call and/or email notification will be made to the artist on two occasions within four weeks following the end of the retrieval period.
- II. A certified letter to the artist, including a copy of the Loan Agreement they signed, will be sent four weeks after the end of the pickup period:
 - a. Stating that the artist may incur a storage charge of up to \$5.00 a day if the art is not picked up within the next two (2) weeks.
 - b. Stating that, in the absence of a prior written agreement with the Executive Director for an extension of the pickup deadline, unclaimed work left longer than two (2) months after the scheduled retrieval deadline for the exhibit for which it was submitted, will become the property of the AHC.
 - c. Stating that after two occurrences of artwork not being retrieved in a timely manner, the artist will be removed from the list of juried artists at the AHC and the AHC's Gift Shop, and will not be allowed to exhibit in the future.

SALES

Artwork can be sold from the exhibit floor at the request of the owner/artist. There is a 30% commission from sales in this exhibit at the AHC. Seventy (70) percent of the sale goes to the owner/agent and the AHC retains thirty (30) percent of the sale price. There is no sales tax on sales processed through the AHC. Artwork that is purchased cannot be removed by the new owner until the completion of the exhibit, unless otherwise agreed to by the Executive Director.

Return Receipt

I confirm that the items listed on this Loan Agreement have been returned to the owner/agent.

Signature of Owner/Agent

Date

Return Witnessed By

Date