

# berkeley art center

1275 walnut street • berkeley, ca 94703 • (510) 644-6893  
[www.berkeleyartcenter.org](http://www.berkeleyartcenter.org) • [info@berkeleyartcenter.org](mailto:info@berkeleyartcenter.org)

**LOAN AGREEMENT  
BETWEEN  
BERKELEY ART CENTER (BAC)  
AND**

\_\_\_\_\_ (artist)  
(\_\_\_\_) \_\_\_\_\_ (phone)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (email)

In consideration of Artist agreeing to lend BAC the following work, ready-to-hang, as part of the exhibition entitled:

***Members' Showcase***

During the period December 9, 2008- January 26, 2009 including exhibition dates December 14, 2008 – January 25, 2009.

*BAC and Artist do therefore agree to the following:*

1. Artist agrees not to remove exhibited pieces until the end of exhibition as per dates above.
2. BAC will insure exhibition.
3. Artist will label on the back the artist's name, title of work, medium, and indicate "top".
4. Sale of exhibited works will be conducted through BAC. BAC requests a 30% donation/commission of sale price from lender. **Indicate with \*NFS below if works are not for sale.**
5. Artist agrees to allow BAC to use photographic reproductions of work to document and promote the exhibition.
6. Artist agrees to loan the following work ready-to-hang:

Title: \_\_\_\_\_  
Date/year of creation: \_\_\_\_\_  
Medium: \_\_\_\_\_  
Size: \_\_\_\_\_  
Value/Sale price: \$ \_\_\_\_\_  
\*Condition: \_\_\_\_\_

\*Please note any scratches, dents, etc. here

7. Artist (or designated representative) agrees to have work delivered to BAC by: December 10, 2008, 4:00pm.
8. Artist (or designated representative) agrees to pick up work from BAC by: January 26, 2009, 4:00pm, or **be charged a storage fee of \$10. per day.**
9. If work is shipped, artist will pay all shipping costs, including providing BAC with pre-paid return shipping labels, appropriate return packing materials. Returning shipping will occur after January 27, 2008. If return shipping is not pre-paid, artwork will be returned via UPS C.O.D.

Signed \_\_\_\_\_ date: \_\_\_\_\_  
BAC \_\_\_\_\_ date: \_\_\_\_\_

**Sign below at the time that work is picked up:**

**Above works released (returned)**

Signed \_\_\_\_\_ date: \_\_\_\_\_  
BAC \_\_\_\_\_ date: \_\_\_\_\_

**BAC  
MEMBERS' SHOWCASE  
IMPORTANT DATES**

**Exhibition: December 14, 2008 – January 25, 2009**

**Opening reception/Holiday Sale:  
Sunday, December 14<sup>th</sup>, 2:00- 4:00 p.m.**

***\*Please make special note of drop-off and pick-up times. If you cannot make the designated times, please arrange for someone to do so on your behalf.***

**Drop-off Times:**

**Tuesday, December 9th, noon – 7:00 p.m.  
Wednesday, December 10th, 10:00 a.m. - 4:00 p.m.**

**Pick-up Times:**

**Sunday, January 25th, 5:00 - 7:00 p.m.  
Monday January 26th, noon - 4:00 p.m.**

**\*\*All artwork must be picked-up by:  
Monday, January 26th, 4:00 pm.**

**Any artwork left after that time will be charged a \$10 per day storage fee.**