

WAUBONSEE COMMUNITY COLLEGE ARROWHEAD ROOM LOAN FORM

Please provide background information, current resume, and comments relating to your exhibition in *Microsoft Word* or *PDF* documents emailed to jlopresti@waubonsee.edu at least a week prior to your artwork drop-off date. (Not applicable for Faculty Exhibition)

Please complete the following inventory list and e-mail to jlopresti@waubonsee.edu before delivery of the artwork. All artwork will be insured while in the possession of Waubonsee Community College. Artists are responsible for insuring their artwork while in transit. If you have any questions, feel free to contact:

Joseph LoPresti - Art Coordinator
Office; Von Ohlen 239
Waubonsee Community College
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554
Phone: (630) 466-2964
Fax: (630) 466-9102

Artist Information

| | | | | | | |
|-------------------------------|------------|--|-------------|--|-------------|--|
| Application Date: | | | | | | |
| Artist Name: | | | | | | |
| Artist Address: | | | | | | |
| Artist Phone Number: | Day | | Home | | Cell | |
| Artist E-mail: | | | | | | |
| Artwork Delivery Date: | | | | | | |
| Artwork Pick-up Date | | | | | | |
| Exhibit Dates: | | | | | | |
| Exhibit Title: | | | | | | |

Agreement Policy

1. The artist agrees to produce and deliver the artwork(s) listed above to the Arrowhead Room at the Artist/owner's expense, and represents that the following information: Title, size, media, price (if for sale) and insurance value of each piece contained in this agreement is accurate and correct.
2. The artist/owner agrees to clearly and accurately label in legible written form on the back of artwork(s): Artist/Owner's name, title, and media.
3. The artist/owner agrees to have all artwork properly framed, wired, or otherwise in a condition to ensure that the artwork is **READY FOR INSTALLATION UPON DELIVERY** to the Arrowhead Room. All artwork shall be of the structural integrity to be installed/displayed for the duration of the exhibition.
4. The artist understands and agrees that all decisions regarding the arrangement and number of works accepted for exhibition is within the sole discretion of the Arrowhead Room.
5. The Arrowhead Room will provide campus-wide publicity for the exhibition.
6. The Artist/Owner agrees to that the Objects on loan shall remain in the possession of the Arrowhead Room for the time specified in this loan agreement.
7. Removal of the artwork from the Arrowhead Room is: to be done at the Artist/Owner's expense, to be conducted at the time specified in this loan agreement, and should be arranged with the Art Coordinator.
8. The Arrowhead Room must be returned to its original condition, free from any installation or removal damage.
9. Artist is over the age of 18, the sole owner or creator of all artworks, and all information is accurate.

Can the Arrowhead Room obtain photographs of the work(s) listed on this loan form for use in exhibition publications and/or publicity?

| | | | |
|------|--------------------------|-----|--------------------------|
| Yes: | <input type="checkbox"/> | No: | <input type="checkbox"/> |
|------|--------------------------|-----|--------------------------|

May the Arrowhead Room photograph the work(s) on loan for exhibition publications and/or publicity?

| | | | |
|------|--------------------------|-----|--------------------------|
| Yes: | <input type="checkbox"/> | No: | <input type="checkbox"/> |
|------|--------------------------|-----|--------------------------|

May the Arrowhead Room photograph the work(s) on loan for telecast, post on the internet, or for use in educational materials?

| | | | |
|------|--------------------------|-----|--------------------------|
| Yes: | <input type="checkbox"/> | No: | <input type="checkbox"/> |
|------|--------------------------|-----|--------------------------|

Printed Name: _____

Signature: _____ Date: _____