



Arts in Bartlett, 215 S. Main St.  
Bartlett IL 60103  
630-372-4152, [art@artsinbartlett.org](mailto:art@artsinbartlett.org)  
[www.artinbartlett.org](http://www.artinbartlett.org)

**(Multiple Artists) Loan Agreement**  
**14<sup>th</sup> Annual Members Exhibit--3/5/18 – 5/4/18**

Village of Bartlett Gallery

**Deadline for agreement form: February 26, 2018**

**To: [Art@artsinbartlett.org](mailto:Art@artsinbartlett.org)**

**Artist Reception: Tuesday, March 20<sup>th</sup>, 2018, 6:00-7:00pm**

By submitting this Loan Agreement, I agree to exhibit my work for the *Arts in Bartlett Members Exhibit on March 5 to May 4, 2018*, at the Village of Bartlett Gallery, 2<sup>nd</sup> Floor, Village Hall, 228 S. Main St., Bartlett IL. I also understand that:

1. Artist agrees to hold Arts in Bartlett and the Village of Bartlett harmless for any loss or damage to artist's work(s). Artist further agrees to waive his/her subrogation against Arts in Bartlett and the Village of Bartlett for any loss or damage to the artist's work (s) of art. Arts in Bartlett and the Village of Bartlett are not responsible for any loss or damage to the artist's work(s) of art regardless of the cause.
2. Artist understands and agrees that his/her insurance will cover damage to any work(s). Please be aware that there are no locked cases for 3-D objects.
3. The Artist understands that he/she is responsible for the delivery and hanging of his/her works to Village Hall on **Saturday, March 3** from 9am-10am. The Artist agrees to have suitable hanging hardware attached to the work (see #5) and may hang the piece temporarily on a hook provided or lay on the bench. Your name, contact info and image name should be taped to the back of your piece. Arts in Bartlett will rearrange the works after they are all delivered to provide a professional display. Questions about hanging can be directed to Lambert Lucietto, 630-289.4253.
4. Works may be framed or unframed. Unframed canvases must have wraparound treatments or black side edges.
5. All works must have wire hanging hardware. Saw-tooth hangers are not allowed. Wire must be attached to the back of the frame with D-rings, not to the backboard of the work. Wires must be taut, not loose, and secured between 3 inches and 1/3 of the way down from the top of the frame. Wire must not be visible above the top of the frame when hung. Twisted wires must be wrapped with tape.
6. The Artist understands that he/she is responsible for the de-installation and collection of work(s). The Artist understands that Arts in Bartlett and the Village of Bartlett is not responsible for any art that is left after final de-installation, which is **Saturday, May 5**, 9am to 10am.
7. No Work will be removed by the Artist prior to the end of the exhibition, without permission of Gallery Manager.
8. The Exhibition Committee retains the right to determine where objects borrowed will be exhibited and shall have no obligation to exhibit objects that are submitted. Exhibition Committee retains the right to refuse work that may endanger the public safety.
9. The Artist agrees that all inquiries regarding the purchase of works or contracting of services will be directed to Arts in Bartlett, who is entitled to a 20% commission for any works sold as a result of being seen at this exhibit.
10. Exhibition Committee agrees to provide and install labels for the exhibition.
11. The artist reception is from **6:00-7:00pm on March 20<sup>th</sup>** at Village Hall. Artists are urged to attend.

ARTIST SIGN HERE

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

Print Name \_\_\_\_\_

Mail or e-mail both pages of this completed form to 215 S. Main, [art@artsinbartlett.org](mailto:art@artsinbartlett.org), Email digital photos of your artwork for possible use for the poster and press releases (include title of work), to [rlopienski@sbcglobal.net](mailto:rlopienski@sbcglobal.net), and bring signed copies with you when you bring your art work

**ARTIST INFORMATION**

PLEASE PRINT NEATLY

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Address (Street, City)

\_\_\_\_\_  
Daytime phone Evening phone E-mail

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

**For All Submissions**

The intention of the exhibition is to include at least one work of art from each person. However, up to two may be submitted, with the preferred piece ranked as first choice. The number of submissions received and the size of the works submitted will determine how many we can include for each person.

**First Choice**

\_\_\_\_\_  
Title of Work, year

\_\_\_\_\_  
Height Width Depth  
FRAME DIMENSIONS

\_\_\_\_\_  
\$

Media Price or NFS (not for sale)

**Second Choice (May or may not be part of the exhibition)**

\_\_\_\_\_  
Title of Work, year

\_\_\_\_\_  
Height Width Depth  
FRAME DIMENSIONS

\_\_\_\_\_  
\$

Media Price or NFS (not for sale)