



Pelham Art Center

FACULTY LOAN FORM
Faculty and Student Showcase
July 8 – August 13, 2011

Pelham Art Center faculty members are invited to submit **two pieces** for the upcoming *Faculty and Student Showcase*. Please do not submit work larger than 48 x 48". **All work must be ready to hang, preferably wired and labeled with name and title on back of work.** If your work has specific hanging requirements or you must install it yourself, please let us know as soon as possible. Depending on the number of submissions we receive we may only show *one piece per artist*. We will store the second piece until you are able to retrieve it. Participating artists must fill out the loan form and drop it off with your work. Please notice the delivery and pick-up dates for your work below:

Artist's/Lender's Name: _____

Address: _____

Day Telephone: _____ Evening Telephone: _____

Email: _____

Faculty please indicate the classe(s) you teach:

1. Title:

Year:

Dimensions:

Medium:

Selling Price, If Applicable:

Insurance Value:

2. Title:

Year:

Dimensions:

Medium:

Selling Price, If Applicable:

Insurance Value:

The form continues on the back

Opening reception: **Friday, July 8, 6:30 - 8:00pm**

Delivery dates of artwork: **June 21 – June 25, 2011**

The pick-up dates of artwork: **August 16 – 20, 2011**

Hours at Pelham Art Center: **Tuesday – Friday 10-5pm and Saturday 10-4pm.**

If work is sold by the Pelham Art Center, the artist retains 67% and Pelham Art Center receives 33%

Please contact us before delivery to assure access to the Art Center. All artwork will be fully insured while in the possession of the Pelham Art Center but we are not responsible for artwork left beyond the pick-up dates, unless prior arrangements have been made.

Work may be delivered by hand or shipped. No COD in-bound shipments will be accepted. Artwork must be picked up one week after the close of the exhibition. Pelham Art Center will not pay for shipping.

Please sign a copy of this agreement, keep a copy for your records and return to us either by mail, fax, or email. A counter-signed agreement will be returned to you. For press purposes, work exhibited at Pelham Art Center may appear on our website at www.pelhamartcenter.org, and credited and copyrighted with the artist name and date that appears on this form.

Thank you.

Artist's or Lender's Signature: _____ Date _____

PRINT NAME: _____

Pelham Art Center _____ Date: _____

Christine Milo, Gallery & Public Program Manager