



The Arts & Heritage Center of North Augusta
 100 Georgia Avenue • North Augusta, SC 29841
Visual Arts Incoming Loan Agreement

Artist 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 objects are on loan to the Arts & Heritage Center of North Augusta.

AIKEN ARTISTS GUILD 2022

Drop-off Tuesday, September 6, 10 am - 4 pm and September 7, 10- 2pm

Show dates September 8 through October 6, 2022 • Reception: Thursday, September 15, 5 - 8 pm

Pick-up date: Friday, October 7, 10 am - 4 pm

	TITLE	MEDIUM	SIZE (if over 39" wide)	SALE PRICE
1				
2				
3				

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

I have read all of the stipulations set out in this loan agreement and I agree to all terms.

Owner/Agent Signature _____ Date _____

Owner/Agent Printed Name _____

AHCNA Representative Signature _____ Date _____

AHCNA Representative Printed Name _____

Special Conditions _____

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

The lender received no goods or services for this loan.

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

To end the loan period prior to the agreed term noted on this document, the lender must submit a letter requesting the return of their object(s) and allow the AHCNA time to process the paperwork and remove the object(s) from display.

ART RETRIEVAL POLICY

The Arts & Heritage Center is an exhibition facility and has minimal storage space. The AHCNA cannot store exhibition pieces that have not been retrieved following an exhibit. **Artists who participate in an exhibition are provided the dates of the exhibit and dates for the retrieval of exhibit material. Artists must comply with these deadlines and remove their exhibit material within the designated time unless prior arrangements are made in writing with the Executive Director.** The AHCNA's procedure for exhibit materials not picked up on time is as follows:

1. 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.
2. A certified letter, including a copy of this signed agreement, will be sent to the artist four weeks following the pick-up deadline, stating that:
 - a. the artist may incur a storage charge of up to \$5.00 per day if the art is not picked up within two weeks of the date of the letter.
 - b. in the absence of a prior written agreement with the Executive Director for an extension of the deadline for pick-up, unclaimed work left longer than two months beyond the pick-up deadline for the exhibition for which it was submitted will become the property of the AHCNA
 - c. after two occurrences of exhibit materials not being retrieved in a timely manner, the artist will be removed from the AHCNA juried artists list and the AHCNA gift shop, and will be barred from exhibiting in the future.

SALES

Artwork may be sold from the exhibit floor at the request of the owner/agent. A 30% commission from sales in the exhibition will be retained by the AHCNA. 70% of the sale price will be remitted to the owner/agent. There is no sales tax due on sales processed through the AHCNA. Artwork that is purchased cannot be removed by the purchaser until the close 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.

Owner/Agent Signature

Date

AHCNA Representative Signature

Date