



**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 2024**

Drop-off Monday, October 7, 10 am - 4 pm

Show dates October 9 - 31, 2024 • Reception: Thursday, October 17, 5 - 8 pm

Pick-up date: Friday, November 1, 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 receive clearance from the Executive Director for the return of their entry(ies) and allow the AHCNA time to process the paperwork and remove the entry(ies) from display.*

### **INSTRUCTIONS FOR HANGING WORK (PLEASE READ AND FOLLOW)**

1. **Original Works Only.** We cannot accept gicleé or offset prints. All work must be original, conceived by the artist and not produced in a class or tutorial setting in which other artists are producing the same image. It should not be copied from published or copyrighted materials without express permission from the originator.
2. **All work to be hung must be framed, properly wired and ready to hang.** Gallery wrapped edges are acceptable on unframed, stretched canvasses. **No sawtooth hangers will be allowed.** Commercial frames with eyelets or other hanging systems still must be wired. There will be no exceptions to these conditions.
3. **All work must be labeled on the back at lower left or right** with the artist's name, title of the piece, medium and price. The title must conform to that on your inventory and on this loan agreement.
4. **Paperwork should be filled out in advance.** Loan agreement forms will be sent when notifying artists of coming events. You may acquire forms by calling or emailing the Center director (*director@artsandheritagecenter.com*) or from our website.
5. **All submissions must be available for sale to the public.** Items not for sale may be entered with approval of the Executive Director, no more than one per entrant.

### **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 their entries. Artists must comply with these deadlines and remove their exhibit material within the designated time unless prior arrangements are made with the Executive Director. Artists may arrange for someone else to pick up their work with notification and approval by the Executive Director.**

The AHCNA's procedure for exhibit materials not picked up on time is as follows:

1. Notification will be made by phone or email to the artist within a week following the end of the retrieval period. A storage charge of up to \$5.00 per day may be levied if the art is not picked up within two weeks of the date of the notification.
2. In the absence of a prior 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.
3. 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**

All artwork must be for sale unless authorized by the Executive Director. 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. Payments are mailed at the end of each quarter. 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