



ARTS COMMISSION

Object _____ of _____

ARTIST SUBMISSION INSTRUCTIONS

- 1. Please complete the form below. A new form must be filled out for each piece of artwork you wish to submit (you may submit no more than three pieces).
2. Bring your artwork and this form to the security desk at the Farrell Learning and Teaching Center by 5 PM, Friday January 12th. The FLTC building coordinator will store your work in a designated art storage facility. Please drop off your work between 9AM - 5PM, Monday - Friday. Please do not drop off artwork if staff is not present to accept your work and submission form.
3. Artwork that requires hanging must include wire securely attached to frame.
4. Save the receipt at the bottom of this form, which is required to claim your art after the show.
5. For questions about submission, call the Farrell front desk at 314-747-3284.
6. Please also attach a photo for each of your artwork for record-keeping purposes.

ARTIST INFORMATION & NON-INSURED LOANED ART AGREEMENT

To be completed by artist:

Artist name (print): _____

Student [] Faculty [] Staff [] Department / Program: _____

Phone #: _____ E-mail Address: _____

Please provide a brief description of yourself (optional): _____

Title of work: _____ Year artwork completed: _____

Medium: _____ Value of work: _____

Size of work: H _____ W _____ D _____ (Provide depth for 3-D works only)

If you would like to be considered for a full or partial exhibit of your work in link/living room areas of Farrell Center in the future, please complete the check boxes below:

Yes I would like to be considered for a future exhibit [] I would have a full [] or partial exhibit []

You can contact me at _____ Please provide email or phone number

Please indicate any special instructions for your artwork.

Please read the following and sign below, indicating your agreement:

CONDITIONS GOVERNING LOANED ART

1. The Farrell Learning & Teaching Center (FLTC) will exercise the same care with respect to loans as it does in the safekeeping of its own property.
2. Artist acknowledges that the FLTC is not responsible for damage to or loss of artwork listed on this form. The artwork listed on this form will not be insured by the FLTC or by Washington University. The artist acknowledges that if insurance is desired, it must be secured by the artist independently.
3. Unless arrangements to extend the loan have been made, the work shall remain in the possession of the borrower for the period specified on the face of this sheet, but may be withdrawn at any time by the directors of the exhibition.
4. The work will be returned only to the lender named herein or to his/her representative duly authorized in writing. If the lender should die or be adjudged bankrupt, the work will not be surrendered except to a duly certified, court-appointed executor, administrator, or trustee.
5. The artist may not advertise his or her work for sale as part of the FLTC exhibit.
6. If the FLTC is unable to return the object within sixty days after the termination of this Agreement, for want of instructions from the Lender, and no special arrangements have been made for the return of the object, the FLTC shall have the absolute right to place the object in storage, to charge the Lender regular storage fees, and to have and enforce a lien for the cost of storage fees. If after one year from such termination the object has not been reclaimed, then, and in consideration for storage during such period, the object shall be conclusively deemed to be an unrestricted gift to Washington University and the FLTC.

“I agree to loan my work for the duration of the WUSM Art Show (January 16 – February 9, 2018).

I have read the conditions governing loans and understand that works may not be removed early unless by mutual consent.

I agree to pick up my work after 2/12/2018 and no later than 2/19/2018. I understand that if I fail to pick up my work in this timeframe, my work may be discarded.

Artist signature: _____

Date: _____

Object _____ of _____

ARTIST RECEIPT

Objects submitted for display at the art show will be available for pickup from the Farrell Learning & Teaching Center security desk after February 12th. If a representative will pick up the artwork on your behalf, give this receipt to them. **Work will not be released without this receipt.**

Art must be picked up after 2/12/2018 and **no later than 2/19/2018**. Unclaimed pieces may be discarded.

Artist name (print): _____