

Members' Exhibition Loan Agreement Guide 2021

There are **6 sections** to the Members' Exhibition Loan Agreement online form. Note: ALL FORMS MUST BE FILLED OUT IN ADVANCE OF ARTWORK DELIVERY. Please enter in upper and lower case. This online Loan Agreement must be completed in one sitting. You cannot leave the page and return without losing your content.

You **DO NOT** need to sign into Google to complete this form.
The "***Required**" indication refers to the sections below.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Required

Section 1 – Artist Contact Information

- Name, Address, Phone, Email

Section 2 – Artwork Delivery Date Options

- Thursday, Nov 18th between 10am-4pm
- Friday, Nov 19th between 10am-4pm
- Saturday, Nov 20th between 10am-4pm

Section 3 – Artwork Submission #1

- Title (maximum of 60 characters including spaces. Please enter in upper and lower case)
- Medium
- Size: Height x Width x Depth (Be sure to include FRAMED dimensions on applicable pieces. 2D or wall-mounted art CANNOT exceed 30" x 30" framed. 3D art CANNOT exceed 100 lbs or have a footprint over 36" x 36")
- Price
- Insurance Valuation

Insurance for all Artwork on Exhibition: Unless the lender expressly elects to maintain their own insurance coverage, the AAM will insure this loan of artwork under its finer arts policy for the documented "artist value" under "Insurance Valuation" against all risks of physical loss or damage from any external cause on location during the period of the loan. There is a \$500.00 deductible on a per occurrence basis that will not be assumed by the Museum for the price of a piece on loan. The maximum insurance value that will be covered is \$2000. If the lender chooses to maintain their own insurance, the AAM must be supplied with a certificate of insurance naming the AAM as an additional assured or waiving subrogation against the AAM. If the lender shall fail to supply the AAM with such a certificate, this loan agreement shall constitute a release of the AAM from any liability in connection with the artwork on loan.)

- Special handling instructions regarding ONLY the safety of this artwork
- ID Form acknowledgement

IF YOU'RE SUBMITTING JUST ONE PIECE, COMPLETE SECTION 3 AND THEN MOVE TO SECTION 6

Section 4 – Artwork Submission #2 (To be completed if you're submitting a second piece)

- Title (maximum of 60 characters including spaces. Please enter in upper and lower case)
- Medium

- Size: Height x Width x Depth (Be sure to include FRAMED dimensions on applicable pieces. 2D or wall-mounted art CANNOT exceed 30" x 30" framed. 3D art CANNOT exceed 100 lbs or have a footprint over 36" x 36")
- Price
- Insurance Valuation

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- Special handling instructions regarding ONLY the safety of this artwork
- ID Form acknowledgement

IF YOU'RE SUBMITTING JUST TWO PIECES, COMPLETE SECTION 4 AND THEN MOVE TO SECTION 6

Section 5 – Artwork Submission #3 (To be completed if you're submitting a third piece)

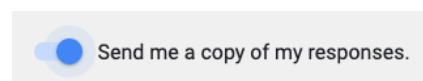
- Title (maximum of 60 characters including spaces. Please enter in upper and lower case)
- Medium
- Size: Height x Width x Depth (Be sure to include FRAMED dimensions on applicable pieces. 2D or wall-mounted art CANNOT exceed 30" x 30" framed. 3D art CANNOT exceed 100 lbs or have a footprint over 36" x 36")
- Price
- Insurance Valuation

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- ID Form acknowledgement

Section 6 – Conditions Governing Loans & Signature

To receive a copy of your loan agreement and/or 8 Visions application – click on the "circle" icon at the end of the form, it will turn blue when you select this option.



Ready to complete your Loan Agreement? Visit: <https://forms.gle/qJGKww3xAMD9jSaV7>

Are you applying for 8 Visions? Visit: <https://forms.gle/jvPjNptkcMnJqZD67> to complete a separate application. Note: This online *8 Visions* Application must be completed in one sitting. You cannot leave the page and return without losing your content.