



**INCOMING LOAN AGREEMENT**

Exhibition Title: \_\_\_\_\_  
 Lender: \_\_\_\_\_  
 Email: \_\_\_\_\_

Exhibition Dates: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

\_\_\_\_\_  
 Lender's Signature

\_\_\_\_\_  
 Date of Lender's Signature

\_\_\_\_\_  
 Signature for Galleries at Ringling College of Art and Design

\_\_\_\_\_  
 Job Title Date

*(To be filled out upon return to Lender)*

Return Date: \_\_\_\_\_ All items returned? Yes No (if no explain) Lender's Initials: \_\_\_\_\_

**CONDITIONS COVERING LOANS**

1. Ringling College Galleries will exercise the same care of loans as it does in the safekeeping of its own property. Lender agrees to hold Ringling College Galleries, and its officers, directors, employees and agents, harmless from and for any damage suffered by the lender or the object loaned that is not caused by the gross negligence of or willful failure to safeguard the object by Ringling College Galleries
2. Unless other arrangements between the lender and Ringling College Galleries have been agreed to in writing, the item may be withdrawn from the exhibition at any time only with permission of the Chief Curator of Ringling College Galleries
3. Insurance: Unless the lender expressly elects to maintain his/her own insurance coverage, Ringling College Galleries will insure this loan under its fine-arts policies, for the actual cash value not to exceed the amount indicated on the face of this sheet, against all risk of physical loss or damage from any external cause while on location during the period of this loan. The policy referred to contains the usual exclusions of loss or damage due to wear and tear, gradual deterioration, inherent vice, war, invasion, hostilities, rebellion, insurrection, confiscation by order of any government or public authority, risks of contraband or illegal transportation and/or trade, nuclear radiation or radioactive contamination. If the lender elects to maintain his/her own insurance, Ringling College Galleries must be supplied with a "Certificate of Insurance" naming Ringling College Galleries as additional assured with respect to the object(s) or a waiver of subrogation against Ringling College Galleries. If the lender elects to have Ringling College Galleries provide insurance coverage as described above, the lender understands the nature of such coverage, and agrees to accept such coverage as its sole and only source for recovery of loss due to damage or injury to the object loaned. In that event, the lender agrees to hold Ringling College Galleries harmless from and for any loss sustained due to damage or injury to the object in excess of such insurance coverage. If the lender elects to provide his/her own insurance, then such election shall constitute a waiver of any claim the lender may have for damage or injury caused to the object loaned in excess of such insurance coverage. If the lender fails to secure insurance coverage, or allows his/her insurance to lapse, or if the insurance secured by the lender does not fully cover losses sustained by the lender for damage or injury to the object due to technicalities of the particular policy or the providing of incorrect information by the lender to the insurer or for any reason whatsoever not within the control of Ringling College Galleries, then the lender hereby voluntarily waives any claim the lender may have against Ringling College Galleries for such loss, and expressly agrees not to seek compensation for such loss from Ringling College Galleries.
4. In respect to an object that has been industrially fabricated and can be replaced to the artist's specifications, Ringling College Galleries' liability shall be limited to the cost of such replacement.
5. The object will be returned to the lender or other authorized person after the Exhibition Period. The lender expressly holds Ringling College Galleries harmless from and for any loss sustained as the result of damage or injury to the object due for any reason other than Ringling College Galleries' failure to exercise reasonable care toward its safekeeping before its return.

**PLEASE TYPE OR PRINT CLEARLY**

Artist Name: \_\_\_\_\_

Size:(unframed) in. \_\_\_\_\_ in. \_\_\_\_\_ in. \_\_\_\_\_  
 Height Width Depth

Title of Work: \_\_\_\_\_

Weight (if appropriate): \_\_\_\_\_

Year of Work's Completion: \_\_\_\_\_

Value for insurance: \$ \_\_\_\_\_

Medium: \_\_\_\_\_

IS WORK FOR SALE  YES  NO

Support: \_\_\_\_\_

Price for sale: \$ \_\_\_\_\_

**Instructions: Please complete, print and sign three forms: Submit one to the Gallery, attach one to the artwork and keep one for your records.**