



The Newport News Community Gallery/Anderson Johnson Gallery/Foyer Gallery

INCOMING LOAN FORM

Date _____

Record of Loan of property to The Downing-Gross Cultural Arts Center

From _____

Address _____

Telephone _____

Email _____

Facebook/Instagram _____

Website _____

DESCRIPTION OF LOAN- For multiple items, please ignore this section and fill out the table on page 4.

Title _____

Artist _____

Dimensions _____

Medium _____

Value _____

Is Item For Sale? Yes/No _____

FOR ITEMS TO BE SOLD

Price _____

Contact Information for Seller (if different from above):



Museum records show that the property listed above is in The Downing-Gross CAC's custody for the purpose of

_____.

This loan begins on (date) _____ and ends _____.
It shall be acknowledged by the signatures below that both parties agree to the conditions on the next page.

Events Director _____ Date _____

Lender _____ Date _____

Date Returned (to be filled out upon return of artwork at exhibit end) _____



Terms of Loan

The Downing-Gross Cultural Arts Center will give objects the same care provided to similar property of its own. The Center shall not undertake any repairs, alterations, or conservation treatment of loaned items without the expressed consent of the lender. If conservation proves necessary, the costs shall be carried by the lender. All incoming property shall be insured by The DGAC under the City of Newport News upon arrival, while the items are in the custody of the center (to include travelling exhibits), and while they are sent back to the lender.

Delivery and Pickup

All artwork must be delivered to The Downing-Gross Cultural Arts Center ready to be installed. For example, two-dimensional artwork such as paintings and photographs must be delivered ready for hanging with wire. Works should be identified by name on the back or base. During the period of exhibition, the works may not be removed. All artwork must be picked up or sent back to the lender within 30 days after the exhibition period.

Art Sales

The lender can designate if the artwork will be for sale or not. While the Downing-Gross Cultural Arts Center does not take commission, the artist may donate a 10% commission for each sold artwork.

Additional Information

Artists must submit a short bio, a headshot, and/or a photograph of themselves at work. Artists may also supply business cards or flyers for display in the gallery (optional). Unless it is otherwise agreed DGAC assumes the right to photograph objects for purposes of publication, education, and publicity.

Contact

All information must be sent to Cindy Johnson at crjohnson@nnva.gov. She can also be reached at (757) 247-8950 ext. 323.

