Bozeman Public Library
Exhibition Loan Agreement

Please sign one copy and return to:
Bozeman Public Library, 626 E. Main Street, Bozeman, MT 59715

Artist Name: ________________________________
Address: ________________________________

Exhibition Title: ________________________________
Media: ________________________________

Dates of Exhibition: ________________________________
Set-up: ________________________________
Take-down: ________________________________

Reception Date: ________________________________

The artwork on loan and accompanying materials may be used for promotional or educational purposes connected with this exhibition, including but not limited to: the Library newsletter, website, posters, show announcements, catalogues, and other publications. Artist’s work samples may also be used for this purpose, and the artist should indicate which works will be included in the exhibit. Artist samples will not be returned to the artist, unless specifically requested.

All work must remain at the Library for the duration of the specified exhibition dates.

All work in Library exhibitions must be for sale. The artist must provide a complete price list to the Library Foundation upon the exhibition opening.

A 30% commission will be retained by the Library Foundation on any work sold. The Library Foundation will collect the total retail amount from the purchaser and pay the artist 70% of the purchase price upon conclusion of the exhibition. Crating and shipping expenses will be the responsibility of the purchaser.

Installation of the exhibition is the responsibility of the artist. The staff of the Library Foundation will work cooperatively with the artist to create the best possible display of the artist’s work. Special requirements must be prearranged with Foundation staff. Final decisions regarding publicity, curation, text, and installation of the exhibition will be made by the Library Foundation.

Works exhibited at the Bozeman Public Library are covered by nominal insurance. If additional insurance is required, it is the responsibility of the artist.

I understand and agree to all of the above terms:

Artist: ________________________________ Date: __________________

Library Foundation: ________________________________ Date: __________________