

**Concordia University Art Gallery**  
**12800 N. Lake Shore Drive**  
**Mequon, Wisconsin 53097**  
**Contact Dr. Theresa Anne Kenney**  
**(414)732-7276**  
**ART OBJECT(S) LOAN FORM (PLEASE PRINT OR TYPE)**



NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (Work or Cell) \_\_\_\_\_

DO YOU HAVE SPECIFIC DIGITAL OR AUDIO VISUAL NEEDS? \_\_\_\_\_

SPECIAL EXHIBITION, MOVING, STORAGE or SHIPPING INSTRUCTIONS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TITLE/DESCRIPTION OF ARTIFACT(S) This section should include "title" medium, artist's name, year created and size.

1. \_\_\_\_\_ MEDIUM \_\_\_\_\_ SIZE \_\_\_\_\_

VALUE (for insurance) \_\_\_\_\_ SALE PRICE (consider 30% com.) \_\_\_\_\_ NFS? \_\_\_\_\_ DONATE? \_\_\_\_\_

2. \_\_\_\_\_ MEDIUM \_\_\_\_\_ SIZE \_\_\_\_\_

VALUE (for insurance) \_\_\_\_\_ SALE PRICE (consider 30% com.) \_\_\_\_\_ NFS? \_\_\_\_\_ DONATE? \_\_\_\_\_

3. \_\_\_\_\_ MEDIUM \_\_\_\_\_ SIZE \_\_\_\_\_

VALUE (for insurance) \_\_\_\_\_ SALE PRICE (consider 30% com.) \_\_\_\_\_ NFS? \_\_\_\_\_ DONATE? \_\_\_\_\_

LOAN PERIOD. \_\_\_\_\_ TO \_\_\_\_\_

LOAN PURPOSE \_\_\_\_\_

The party above hereby agrees to loan the described artifacts to Concordia Art Gallery under the conditions of limited liability. Additional information regarding objects is optional and may be attached to this form. Although this information is optional it is most helpful in presenting and publicizing the exhibit. Sales occurring during the exhibition of this work will be assessed a 30% commission unless other arrangements have been made.

Title Cards

Artist \_\_\_\_\_

LOAN period \_\_\_\_\_ TO \_\_\_\_\_

1) Title \_\_\_\_\_  
a. Medium \_\_\_\_\_  
b. Size \_\_\_\_\_  
c. Year \_\_\_\_\_  
d. Price \_\_\_\_\_

2) Title \_\_\_\_\_  
a. Medium \_\_\_\_\_  
b. Size \_\_\_\_\_  
c. Year \_\_\_\_\_  
d. Price \_\_\_\_\_

3) Title \_\_\_\_\_  
a. Medium \_\_\_\_\_  
b. Size \_\_\_\_\_  
c. Year \_\_\_\_\_  
d. Price \_\_\_\_\_

4) Title \_\_\_\_\_  
a. Medium \_\_\_\_\_  
b. Size \_\_\_\_\_  
c. Year \_\_\_\_\_  
d. Price \_\_\_\_\_

5) Title \_\_\_\_\_  
a. Medium \_\_\_\_\_  
b. Size \_\_\_\_\_  
c. Year \_\_\_\_\_  
d. Price \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner (or agent)      date

\_\_\_\_\_  
Signature of CUW agent      date