



WATERWORKS ART MUSEUM • ARTISTS EXHIBIT LOAN AGREEMENT

LENDER: _____ TELEPHONE: _____

ADDRESS: _____ CITY/STATE: _____ ZIP CODE: _____

EMAIL: _____

EXHIBIT TITLE: **Holiday Sale and Art Squared**

EXHIBIT DATES: NOVEMBER 21, 2025 THROUGH: DECEMBER 31, 2025

*CALENDAR/DUE DATES

10/31/25 Publicity information & image(s), **300 words or less** Artist Statement; Image(s) - File type: JPEG, File size: 2MB- 4MB

10/31/25 Signed contract w/ list of exhibit loan items

11/07/25 Delivery of exhibit items

11/21/25 Date exhibit opens/ Reception Times: 4:00 - 7:00pm

12/31/25 Exhibit Close Date

12/31/25 Return or pick-up of exhibit items

INSURANCE:

Waterworks Art Museum (WAM) will provide insurance for the loan of objects listed:

On site and if under transport by WAM ☒ Y / N

SHIPPING:

METHOD OF TRANSIT: _____

*Shipping Address for Delivery of Work: WaterWorks Art Museum
85 Waterplant Road
Miles City, MT 59301

*LOAN DESCRIPTION: Use reverse side and attached sheet as required to list works.

*Insurance value should not exceed the sales value, if any, less WAM 35% commission.

If not posted, prices are available on request or in handouts.

If Holiday Sale works are sold, the WAM will retain a 35% commission. Initial Here: _____

Art Squared commission is 50/50. Prices are set at \$36 for 6x6 and \$64 for 8x8. Initial Here: _____

*Please supply photograph(s)/biographical information for publicity purposes. Identify each photo with description/title, dimensions, and credits.

Your signature indicates the conditions of this loan as stated herein are accepted.

Date

CONDITIONS GOVERNING LOANS

1. Loans shall remain in the possession of WAM for the time specified on this form unless otherwise stated and agreed to in writing. The work shall be returned only to the owner/lender unless WAM is notified, in writing, to the contrary. If the legal ownership of the work shall change during the time of this agreement due to sale, gift, or any other reason, the owner may, prior to the return of the work(s), be required to establish his/her legal title as deemed satisfactory to WAM.

2. An artist having exclusive rights agreements with another agent or gallery must obtain approval of such agent or gallery before WAM will exhibit his/her work.

3. Unless otherwise stated, it is understood that this work may be photographed for publicity purposes and that images of the work may be retained for WAM's permanent files to be used for study purposes only.

4. Unless the lender expressly elects to maintain his own insurance, WAM will insure this loan as specified on this form under the terms of its fine arts policy and for the value indicated*. The lender agrees that in the event of loss or damage, recovery, if any, shall be limited to such amount as may be paid by the insurer, hereby releasing WAM from liability for any claims arising from loss or damage. *Liability for any loss of works consigned for sale through WAM is limited to the stated retail sale price less our 35% commission.

If the lender elects to maintain his own insurance, WAM should be supplied with a certificate of insurance naming the borrower as additionally insured or waiving responsibility against the borrower. Otherwise, this loan agreement shall constitute a release of the borrower from any liability in connection with the loan property. WAM accepts no responsibility for any error or deficiency in information furnished to the lender's insurers for lapses in coverage.

5. If damage or deterioration is noted, the lender will be notified at once. Should damage occur during transit, the carrier will also be notified and all packing materials retained for inspection. Loaned objects shall remain in the same condition in which they are received.

6. Works returned to WAM when shipped to the address provided by the lender must be claimed within six month of shipping date, or other arrangements made. Unclaimed works become property of WAM.

ENTRIES MAY BE SUBMITTED UNDER ONE OR BOTH OF TWO CATEGORIES

Art Squared:

Entries in this category are 2D and must fit the dimensions of 6x6 inches, or 8x8 inches. Prices on these pieces are calculated in accordance with size (6x6 works are \$36, 8x8 works are \$64.)

Unique Holiday Gifts:

Entries in this category are general and have no size or medium restrictions. All works will be considered for this portion of the exhibit. This is not a holiday-themed show; artwork of all genres and media are invited to enter. The show is designed to appeal to holiday shoppers and collectors alike. Salability is important, but not at the expense of quality of creativity.

How many can I submit?

Artists may submit up to **4 entries each** in the Holiday Sale, Art squared 6x6, and 8x8 formats. WaterWorks may choose to accept some, none or all of an artist's entries.

LIST OF ENTRIES

Holiday Sale Pieces

*Consignment 65/35

Item #	Title	Medium	Size	Price
1				
2				
3				
4				

Art Squared 6x6 Pieces

*Consignment 50/50

Item #	Title	Medium	Size	Price
5				\$36
6				\$36
7				\$36
8				\$36
				\$36
				\$36

Art Squared 8x8 Pieces

*Consignment 50/50

Item #	Title	Medium	Size	Price
9				\$64
10				\$64
11				\$64
12				\$64
				\$64
				\$64

Consigned items from: _____

Date: _____