

Università Iuav di Venezia

ARCHIVIO PROGETTI

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LOAN AGREEMENT

Loan subscriber

name, address, institution,
contact person, telephone, fax, e-mail,
fiscal code/VAT number

Exhibition

title, dates, venue

Loan dates

period for which the loan is requested

Work/s description

author, title, dates

Medium and support

Dimensions

height x width x depth

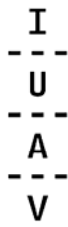
Model/s dimensions

height x width x depth
with plexiglas case

the plexiglas case may be removed or
substituted for the exhibition YES NO

Condition of the work/s

breaks, tears, scratches, abrasions,
deformations or previous restorations of
the work



Credit line

for catalogue, labels and publicity

Università Iuav di Venezia – Archivio Progetti

Supplying Photographic reproductions

digital reproductions	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B/W or Colour Prints	YES <input type="checkbox"/>	NO <input type="checkbox"/>
other	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Permission to reproduce the work

catalogues	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CD rom	YES <input type="checkbox"/>	NO <input type="checkbox"/>
postcards	YES <input type="checkbox"/>	NO <input type="checkbox"/>
posters	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Reproductions fees and Publication rights

reproductions fees	€
reproductions for commercial purposes	€

Loan Rights for the works €

Insurance value €

Additional intervention charged to the loan subscriber

frame	YES <input type="checkbox"/>	NO <input type="checkbox"/>
plexiglas case	YES <input type="checkbox"/>	NO <input type="checkbox"/>
wooden case	YES <input type="checkbox"/>	NO <input type="checkbox"/>
restoration works	YES <input type="checkbox"/>	NO <input type="checkbox"/>
other	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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Terms and conditions of the loan

1. The loan subscriber shall exercise the best care in the safekeeping of the works/s.
2. The loan subscriber shall insure all works wall to wall under its fine arts policy against all risks. The insurance must include policy against lost, damage, stealing, etc. Archivio Progetti shall receive copy of the insurance certificate.
3. The loan subscriber shall return the work to Archivio Progetti at the aforementioned address (unless another consignee is expressly indicated for the delivery), within the established loan terms.
4. The loan subscriber shall notify with the utmost urgency any damage suffered by the work/s.
5. The lender shall check state of preservation of the work at the time of reconsignment, asking the company appointed to carry out the transportation to open the packs for that purpose, and shall report any damage or tampering within ten days from the reconsignment.
6. Where requested, the loan subscriber shall be responsible for the charges related to any framing, plexiglas protection, construction of packaging and restoration work necessary for the exhibition.
7. The transportation expenses, to be carried out by companies specialised in transporting works of art and the insurance expenses are fully charged to the loan subscriber.
8. Publication of the work, where explicitly authorised, is subject to payment of the relative rights as well as any expenses incurred by the lender for photographic reproduction.
9. Archivio Progetti shall receive one copy of the catalogue/publication and of the poster.

Date

Signature _____

Loan subscriber _____