

BCCC INCOMING LOAN AGREEMENT

This Agreement (“**Agreement**”) is between Bucks County Community College (the “**College**”) and _____ (“the **Lender**”) of the **works(s)** listed below (individually or collectively the “**Work**”). The **Lender** agrees to loan the **Work** to the **College** for the dates set forth in the **Loan Period** for display in the **exhibition** listed. The **Lender** agrees to the terms on the attached **Conditions Governing Incoming Loans**.

Lender Information

Lender's Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Exhibition Information

Exhibition Title: *Show of Shows*

Location: **Bucks County Community College – Upper Bucks Campus**

Exhibition Dates: **October 5, 2026 – November 20, 2026**

Loan Period: **October 5, 2026 – November 20, 2026**

Description of the Work

Total number of pieces included in this exhibit: _____

Please attach a list of all art pieces including artist's name, title, media, and year completed of each work:

Sales

Lender must indicate on list if the Work(s) are For Sale (FS) or Not for Sale (NFS)

Lender must indicate on list the Retail Sale price if FS

If the Work(s) are purchased, the College Foundation will process the transaction(s) and issue a check for 10% to other institutions or 75% to artist within 30 days

Insurance

The College will NOT provide insurance for the Work while:

- in transit to the College
- on the College premises
- in transit back to Lender

Has the participating Artist/Lender paid the exhibition fee if applicable?

- ☐ Yes Amount:
☐ No
☐ N/A

Will the Artist/Lender receive participation/loan compensation from the College?

- ☐ Yes Amount:
☐ No

Does the Organization/Lender plan to maintain their own insurance coverage?

- ☐ Yes
☐ No

Photography and Reproduction Rights

May visitors use non-flash photography for private, non-commercial use only?

- ☐ Yes
☐ No

The College requests permission for the right to reproduce photographic material of the Work for the following non-commercial purposes:

1. Printed promotional and education materials: membership newsletter, press release, gallery guide, exhibition catalogue, etc.:

- ☐ Yes
☐ No

2. Website (screen resolution quality):

- ☐ Yes
☐ No

3. Educational and promotional films and/or TV broadcasts:

- ☐ Yes
☐ No

CONDITIONS GOVERNING INCOMING LOANS

1. Bucks County Community College – (include your campus) (“the College”) will give loaned Work the same care it gives its own property. The College shall not be responsible for any damage that occurs to the Work while in the custody and/or control of the College.
2. Unless otherwise agreed upon in writing, the College will NOT provide insurance for the Work.
3. If the Lender maintains his/her own insurance for the Work, then the Lender agrees to provide College with a Certificate of Insurance naming “_(name of lender)_____” as additional insured or waiving subrogation against “Bucks County Community College.” The Lender waives, releases, and agrees to indemnify the College from any and all liability that may arise in connection with the Work during the Loan Period, including but not limited to damaged; vandalized; and/or stolen property. The Lender shall provide proof of insurance as specified herein prior to start of the Loan Period.
4. The Work will remain in the possession of the College for the period specified in this Agreement but may be withdrawn from exhibition at any time by the Gallery’s Manager and/or their designated agent.
5. The College will release the Work to the Lender on the date specified in this Agreement unless the College is notified in writing to the contrary. The College will not undertake financial responsibility to transport the Work to any location.
6. If the legal ownership of the Work changes during the period of this loan, the new owner may, prior to the return of the Work, be required to establish legal right to receive the Work, including but not limited to supporting documentation verifying proof of ownership.
7. Unless the Agreement indicates that the Work is loaned for a specified period of time, the College may request removal of the Work at any time. Failure of the Lender to arrange removal of the property within sixty (60) days after the termination of the specified period of the loan, or after notification, will constitute that the College shall store such property for the Lender in any manner the College may elect. If after five years, after the Loan Period has expired, and the Work has not been reclaimed by the Lender and/or their designee, then in consideration for its storage and safeguarding during such period, the Work shall be deemed an unrestricted gift to the College, which may not be reclaimed by the Lender.
8. If visitors are not allowed to use non-flash photography for private, non-commercial use, the Gallery’s employees will maintain this photographic restriction noted by the Lender for the entire Loan Period, and all corresponding object labels will include a “no photography” icon. Any additional labels requested to be attached to the Work shall be provided at the full expense of the Lender.
9. If the Works on loan are for sale to the public, the College reserves the right to receive a ten percent (10%) commission on all sales to other institutions, or a twenty-five (25%) commission on all other sales during the duration of the loan.
10. The College will return the artworks to the lender in the packaging materials provided by the lender.

By subscription of their signatures below, the Parties represent and warrant that they are duly authorized to enter into this Agreement on behalf of the Lender and the College respectively. By subscription of this Agreement, the Lender acknowledges that they have read, completed, and agree to the Incoming Loan Agreement and Conditions Governing Incoming Loans:

Lender's Name

Title

Lender's Signature

Date

**Representative on Behalf of
Bucks County Community College**

Title

Signature

Date



Fickes Gallery
Upper Bucks Campus

ATTACH TO BACK OF WORK:

Name

Phone number

Title

Medium

Price

ATTACH TO BACK OF WORK:

Name

Phone number

Title

Medium

Price

ATTACH TO BACK OF WORK:

Name

Phone number

Title

Medium

Price