

ADELPHI



Exhibitions and Art Collection
Levermore 407
One South Ave
Garden City, NY 11530

Works List

Accession No. <i>(if available)</i>	Artist	Title	Insurance Value
Date	Dimensions (HxWxD) in	Medium	Lender

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Copy this page if you are including more than 6 works.

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Art Exhibition Loan Agreement and Policies

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Art Exhibition Loan Agreement and Policies (Continued)

Reception: The gallery provides all catering for receptions. Light refreshments are served.

Cancellation: The gallery or the artist may cancel an exhibition no less than 4 months prior to installation.

Publicity: The gallery creates a hard copy exhibition card for distribution around campus. Additional cards may be provided upon request. Digital versions will be distributed to visitors, galleries, libraries, institutions, various news organizations, etc. by the institution. Listings may appear in print in various publications.

Storage: Artwork packaging is kept for the duration of the exhibition. Special arrangements must be made for oversized crates and packing materials.

Sales: As a nonprofit educational institution, the gallery cannot process sales. Buyers will be referred to the artist.

Signature

Date

Print Name

Phone

Email

Address

Keep a copy of the contract and entry form
and mail or email the originals to:

Adelphi University
Jon Duff, Exhibitions and Art Collection Curator
Levermore Hall RM 407
Garden City, NY 11530-0701

Phone: 516-877-3126
Email: jduff@adelphi.edu

Jon Duff, Exhibitions and Art Collection Curator
Signature for Adelphi University

Date

ADELPHI
UNIVERSITY