

The J Gallery Artist Request and Agreement Form

If you are interested to exhibit your art at the York JCC J Gallery please:

- Submission form and inventory list (with artwork specs and descriptions) must be completed and submitted to Chief Program Officer, Brianna Sheehan at bsheehan@yorkjcc.org prior to agreed drop off date.
- Drop off date and time must be scheduled and confirmed with staff.
- Photos of accepted artwork must be sent to bsheehan@yorkjcc.org prior to drop off date (file formatted as *FirstNameLastName_ArtworkName_JGallery_2021.jpg*) for record-keeping purposes.
- Artwork must be ready to display on J Gallery mantles and/or ready to hang upon arrival. Please confirm artwork placement with staff. Small art work, if accepted, can be presented in our glass cases.
- Artwork will be delivered, hanged, and removed on agreed dates upon by J Gallery coordinator and the artist, or in case of Art Club, the director.
- Artwork will be picked up by artist or approved representative on agreed date.

| | |
|--|--|
| Artist name: | |
| Address: | |
| <input type="checkbox"/> York JCC Staff <input type="checkbox"/> York JCC Member <input type="checkbox"/> Community member <input type="checkbox"/> Art Club | |
| Telephone: | |
| Email Address: | |
| Please provide a brief description of your artwork: | |
| Title of work: | How many pieces would you like to exhibit? |
| Would you like to offer your art for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Medium: | Is the artwork ready for display? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Any special instructions or needs for your artwork? | |

For any questions contact: Brianna Sheehan| Chief Program Officer | bsheehan@yorkjcc.org | 717-843-0918

Once your request is submitted, the J Galley coordinator will contact you to go over agreement.



Loaned Art Agreement

Please read the following and sign below. The York JCC will exercise the same care with respect to loans as it does in the safekeeping of its own property.

- Artist acknowledges the York JCC is not responsible for damage to or loss of artwork presented at York JCC and listed on the attached addendum.
- Any and all submitted artwork will not be insured by the York JCC. The artist acknowledges that if insurance is desired, it must be secured by the artist independently.
- Unless arrangements to extend or shorten the loan term have been made, the art work shall remain in the possession of the borrower for the period specified in this agreement.
- Artwork may be withdrawn at any time by the coordinator of the exhibition.
- The work will be returned only to the lender named herein or to his/her representative duly authorized in writing here: Name _____ Artist Signature _____
- If the artwork is not collected by the artist or designee within sixty days of termination of this agreement, for want of instructions from the artist, and no special arrangements have been made for the return of the artwork, the York JCC shall have the absolute right to place the artwork in storage, charge the artist regular storage fees, and have and enforce a lien for the cost of storage fees. If after one year from such termination the artwork has not been reclaimed, then, and in consideration for storage during such period, the artwork shall be conclusively deemed to be an unrestricted gift to York JCC.
- If the artwork is displayed for private sale, buyers will be instructed to contact the artist directly.
- The artist agrees to ensure the art remains for the duration of the exhibit or replace a piece with one of a similar size and style.
- The York JCC requests a 15% - 18% donation, in lieu of sales commission, be made to the organization upon the completion of each private sale.

I agree to loan my work to the J-Gallery at York JCC for the duration listed below.

I have read the loan agreement and understand that artwork may not be removed early unless by mutual consent.

I agree to the following time line:

Delivery and hanging art _____ J gallery exhibit opening (if applicable) _____

Removal and artwork pick up _____ J gallery exhibit closing (if applicable) _____

Artist signature _____

Date _____



Artwork Addendum

Artwork number ___ out of ___

Artist Name:

Artwork Title:

Short Description:

Artwork Size:

Year Created:

Price:

Artwork number ___ out of ___

Artist Name:

Artwork Title:

Short Description:

Artwork Size:

Year Created:

Price:

Artwork number ___ out of ___

Artist Name:

Artwork Title:

Short Description:

Artwork Size:

Year Created:

Price: