

Purpose of Loan: Exhibition in Mallory/Wurtzburger Galleries
 Duration of Loan: June 15 - October 12, 2018
 Exhibition Title: In Our Garden
 Exhibition Dates: July 22 - October 7, 2018

This agreement is entered between the Dixon Gallery and Gardens and the lender listed below.
 This agreement is subject to the terms and conditions stated in the "Conditions Governing Loans" section of this document.

LENDER

Name: _____
 Address: _____
 City/State/Zip _____
 Contact/Title: _____
 Phone: _____ Email: _____
 Credit Line:
 (for object label) _____

LOAN ITEM(S)

Artist Name: _____
 Title of Photo: _____
 Date of Photo: _____ Dimensions: _____
 Type of Photo: _____ Framed Dimensions _____
 Credit Line: _____
 Insurance Value: \$100

**TELL US
ABOUT
THIS
PICTURE!**

INSURANCE The Dixon will insure your work under its own policy for a total value of \$100.

RIGHTS & REPRODUCTION Are digital images suitable for reproduction or transparencies available? Yes No
 What type and how may they be obtained? _____

Once an image is obtained, do you grant us permission to reproduce for the following purposes:

- | | | | |
|--------------------------------|--|--------------------------|--|
| Exhibition press and publicity | <input type="checkbox"/> Yes <input type="checkbox"/> No | Educational purposes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Film, television and/or video | <input type="checkbox"/> Yes <input type="checkbox"/> No | Website | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Banner | <input type="checkbox"/> Yes <input type="checkbox"/> No | Posters (non-commercial) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Billboards | <input type="checkbox"/> Yes <input type="checkbox"/> No | Invitations | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Will you allow the public to photograph your work(s) without flash? Yes No

CONDITIONS GOVERNING LOANS TO DIXON GALLERY AND GARDENS

CARE & PREVENTION

1. The Dixon Gallery and Gardens (Dixon) will exercise the same care in respect to loans as it does in the safekeeping of its own collection.
2. Evidence of damage to objects at the time of receipt or while in the Dixon's custody will be reported immediately to the lender. In the event of damage, the Dixon will notify the lender within 24 hours by telephone or e-mail and will follow with a written account of the damage accompanied by photographs, when appropriate.
3. No alteration, restoration or repair to the objects will be undertaken without written authorization of the lender unless the safety of the work makes such action imperative.
4. The lender certifies that the objects lent are in good condition and will withstand the ordinary strains of packing and transportation. The Dixon will provide incoming and outgoing conditions reports.

INSURANCE

1. The Dixon will insure the work under its own policy for a total value of \$100.
2. The lender understands that the Dixon's fine arts policy contains certain standard exclusions of loss or damage due to such causes such as gradual deterioration, inherent vice, war invasion, hostilities, rebellion, insurrection, radioactive contamination, confiscation by order of any Government or public authority, risks of contraband or illegal transportation and/or trade.
3. The lender's recovery in the event of loss or damage to the loaned objects shall be limited to such amount as is paid under the Dixon's fine arts policy. The lender releases the Dixon and its trustees and employees from any claims for such loss or damage above these paid by the policy.
4. If the lender elects to maintain its own insurance, this shall constitute a release of the Dixon from any liability in connection with the loaned property. The museum can accept no responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.

LOAN PERIOD & RETURN OF LOANS

1. Loaned objects will remain in the possession of the Dixon for the time specified on this loan agreement, but may be withdrawn at any time by the Director.
2. The Dixon will give reasonable notice in writing if it desires to have any object taken back by the lender, and will make reasonable efforts to return the objects to the lender.
3. Loaned objects will be returned to the lender at the address set forth on the first page of this form unless written instructions are received by the Dixon prior to the termination of the loan agreement. The Dixon may require proof of legal ownership of objects if the owner has changed by reason of death, sale, insolvency or gift.
4. At the end of the loan period and if the loan has not been renewed, the Dixon will return loaned objects within thirty (30) days. If, after making every reasonable effort the Dixon, through no fault of its own, is unable to return the loan object, then the Dixon shall have the right to store the object and to charge the lender reasonable storage and insurance fees. If after five (5) years the loan object has not been reclaimed, the loan object will become an unrestricted gift to the Dixon.

PHOTOGRAPHY AND PUBLICITY:

1. Unless permission for specific uses is denied in writing when returning the agreement, the Dixon assumes that the lender permits the work to be reproduced in the catalogue or appear in any media, including non-commercial television broadcasts, for publicity or educational purposes specifically related to the exhibition. An image might also be taken for condition reporting purposes.
2. The lender will be recognized in publications unless the lender requests anonymity.

TRANSPORTATION & PACKING

1. Costs of transportation and packing will be borne by the Dixon unless the loan is at the lender's request or otherwise indicated. Both parties must agree upon the method of shipment.
2. Customs regulations will be adhered to in international shipments.
3. Objects will be returned to lender utilizing the same or similar packing materials.

ACKNOWLEDGEMENT

In signing this agreement, the lender certifies that he or she is the legal owner or authorized agent of the legal owner of the object(s) in question. The signature of the lender or authorized agent constitutes agreement to the loan of the object(s) under the terms and conditions listed above.

LENDER

TITLE

DATE

DIXON GALLERY AND GARDENS

TITLE

DATE

Please read all sections of this agreement. Complete, sign and return all copies of this document to: Registrar, Dixon Gallery and Gardens, 4339 Park Avenue, Memphis, TN 38117. A Countersigned copy will be returned to the Lender.

In Our Garden Guidelines

If you're interested in seeing your photography on the walls of our Mallory/Wurtzburger Galleries, please submit your printed photograph by **June 15, 2018**. Due to limited space, **only the first 75 submissions will be accepted; one entry per person**. Photography submissions must meet the following specifications:

- Photographs must be printed.
- Photographs must be no larger than 8"x10".
- Subject matter may include people, but interpretive focus should be on the gardens.
- All types of photography are encouraged- Polaroid, digital, film, etc.
- Framing is preferred, but not required.
- Photographs must be submitted no later than June 15, 2018.
- All participants will be provided a loan agreement. This form should be filled out and submitted along with your photograph to Katie Kizer, kkizer@dixon.org.