



ART LOAN INTAKE FORM

THE LENDER’S NAME:

Address/Phone/Email:

DESCRIPTION OF WORK(S) OF ART: Title, medium, date, price/Insurance Value (if different):

Attach a copy of the completed Entry Labels to this form or provide a separate sheet providing the information contained on the Entry Labels.

VENUE FOR EXHIBITION: Montgomery County Community College Pottstown Campus (the “College”); and, specifically, in the Pottstown Area Artist’s Guild Member’s Exhibition, at the College, located in the art gallery (the “Gallery”) inside North Hall, Pottstown Campus, Pennsylvania

DATES OF EXHIBITION: December 1, 2022-February 1, 2023 (drop off Nov. 28; pickup Feb. 2)

INSTALLATION: Please adhere to PAAG Artwork Submission Requirements. Feel free to include any details about special installation or operation requirements of the Works here (or on additional pages)

REPRODUCTION:

May the College/Borrower use an image of the Works in any marketing materials (e.g., posters, postcards, social media posts, etc.) for the Exhibition? Please circle one:

Yes! No, thanks Maybe—let’s talk

The Lender and the College/Borrower have signed this Art Loan Intake Form with the intent to be legally bound on the terms set forth in the “Details and Specifications¹” on the latter of the dates set forth below:

THE BORROWER:

Dated: _____

Patrick Rodgers, Galleries Director

Brent Woods, Senior Director of Cultural Affairs

THE LENDER:

Dated: _____

Signed: _____

Printed Name: _____

1. MC3 Art Loan Details and Specifications (01-09Sep22).pdf



*2022 PAAG Member Winter Art
Show & Sale*



Entry Labels

ATTACH LABELS TO BACK OF ARTWORK. For 3-D work, attach label to bottom of artwork. Do not mail these. Attach to artwork before delivering on drop off day. (Make copies if more than three are needed.)

Entry #__ Label, PAAG_(Enter Entry #)

Name _____

Title #__ _____

Medium _____

Size _____

Price \$ _____

Entry #__ Label, PAAG_(Enter Entry #)

Name _____

Title #__ _____

Medium _____

Size _____

Price \$ _____

Entry #__ Label, PAAG (Enter Entry #)

Name _____

Title #__ _____

Medium _____

Size _____

Price \$ _____

Please print clearly!

Fill out each label completely.

Attach the entry label to the back of each artwork frame so they can be read from the front. Please have labels filled out and attached to artwork before you arrive at drop off.

