

# Gallery Submission Form

*The Seminary Celebrates 2019* in the Dadian Gallery January 22 – March 10, 2019

Opening Reception and  the Arts Festival: Tuesday, February, 12th, 2019, 4:30 - 6:30PM

Please fill out the form below.

Open to all **current** students, faculty, and staff at Wesley.

You may submit a hardcopy of this form to K-108 or an electronic one to [hholtzscher@wesleyseminary.edu](mailto:hholtzscher@wesleyseminary.edu).

If you intend to submit to more than one category, please fill out separate forms.

A brief description about your piece (150-200 words) is also due at the time of submission.

***Pieces will be accepted from Monday, November 5<sup>th</sup> through Friday, December 14th.***

## Visual Piece Requirements:

You may submit up to three recent works (created within the last two years). At least one work will be selected for the exhibition. Please drop your work off in Kresge 108. Each artwork must have a label secured to the piece with your name, contact information, and title of the work.

## Literary Piece Requirements:

You may submit up to three recent works (2500 words maximum). At least one work will be selected for the exhibition. A submission of **both** digital and hard copies is required. Hard copies should be submitted in K-108 unstapled and on standard letter size paper. Please email digital copies to [hholtzscher@wesleyseminary.edu](mailto:hholtzscher@wesleyseminary.edu).

## Digital Art/Performance Video Requirements:

You may submit up to two recent works (no longer than five minutes each). At least one work will be selected for the exhibition. Please submit a **copy** (we cannot be responsible for master copies) of your piece/performance on flash-drive to Kresge 108 or via Dropbox (<https://www.dropbox.com/request/mXssN7suOBbCvIqpayKm>) labeled with your name, contact information and title of the work(s).

**Submission Type:** Literary    Visual    Digital

Name: \_\_\_\_\_

Wesley Affiliation (circle one):    student    faculty    staff

Phone: \_\_\_\_\_                      Email: \_\_\_\_\_

### 1) Title:

Date and Medium:

Dimensions (height x width) (depth if 3D):

Insurance Value: \$

### 2) Title:

Date and Medium:

Dimensions (height x width) (depth if 3D):

Insurance Value: \$

**3) Title:**

Date and Medium:

Dimensions (height x width) (depth if 3D):

Insurance Value: \$

By signing below, I agree to the terms and conditions listed on the next page.

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Signature

Date

Artworks may be picked-up from K-108 during Reading Week (March 4 – 8).

Work will not be released to persons other than the artist unless prior arrangements have been made. Please contact Kiki at [kmcgrath@wesleyseminary.edu](mailto:kmcgrath@wesleyseminary.edu)

If you would be interested in volunteering during the reception and festival on February 12<sup>th</sup>, please contact Amy Gray at [agray@wesleyseminary.edu](mailto:agray@wesleyseminary.edu) or extension 8680.

### Terms and Conditions

1. The Dadian Gallery of the Henry Luce III Center for the Arts and Religion at Wesley Theological Seminary, hereafter to be called the Dadian, will exercise the same care and safekeeping in respect to loans as is appropriate to a work of art.
2. Loans shall remain in the custody of the Dadian Gallery for the time specified on the face of this loan agreement, but may be withdrawn from exhibition by the Director.
3. Lender agrees that she/he will not withdraw the loan during the period of this agreement.
4. Unless the lender expressly elects in writing to maintain his/her own insurance, the Dadian will insure the work, wall-to-wall or from time of delivery to time of pick-up by the lender, under its fine arts policy, in the amount specified by the lender, against all risks or physical loss or damage from any external cause during the time of this loan; provided, however, that if the work shall have been industrially fabricated and can be replaced to the artist's specifications, the amount of such insurance shall be limited to the cost of such replacement. If no amount shall be specified by the lender the Dadian will insure the work at its own estimated valuation. The Dadian fine arts policy contains the usual exclusions for loss or damage due to war, invasion, hostilities, rebellion, insurrection, confiscation by order of any Government or public authority, risks of contraband or illegal transportation or trade, nuclear damage, wear and tear, gradual deterioration, moths, vermin and inherent vice, and for damage sustained due to and resulting from any repairing, restoration or retouching process caused by fire and/or explosion. The lender agrees that, in the event of loss or damage, recovery shall be limited to such amount, if any, as may be paid by the insurer, and hereby releases the Dadian, Governors, officers, employees of the Dadian, and Wesley Theological Seminary from liability for any and all claims arising out of such loss or damage.
5. If the lender insists on maintaining his/her own insurance, the Dadian must be supplied with a certificate naming the Dadian, Wesley Theological Seminary, their Governors, officers, agents and employees as additional insureds and waiving subrogation against them. If the lender shall fail to supply the Dadian with such a certificate, this loan agreement shall constitute a release of the Dadian, Wesley Theological Seminary, their Governors, officers, agents and employees from any liability in connection with the work. The Dadian, and Wesley Theological Seminary, will not accept responsibility for any error or deficiency in information furnished to the lender's insurer or for any lapses in coverage.
6. The Dadian assumes the right, unless specifically denied by the lender, to examine the work by all modern photographic means available. Information thus gathered will remain confidential and will not be published without the written consent of the lender. It is understood that the Dadian will not clean, restore, conserve, or otherwise alter the work without the consent of the lender.
7. Photographs provided by the lender, and a photographic record of the exhibition as a whole, may be used by the Dadian and/or the Henry Luce III Center for the Arts and Religion, and/or Wesley Theological Seminary for publicity and educational purposes.
8. I hereby authorize Wesley Theological Seminary to photograph, film or record me and consent to the use of my likeness in any and all publications, educational materials, research, advertising, news media, video, audio, World Wide Web materials and any other medium. I understand and agree that such materials, including all negatives, positives, and prints shall become and remain the sole property of Wesley Theological Seminary in perpetuity and I shall have no right or title to such items. I further understand and agree that these materials may be kept on file and/or used by Wesley Theological Seminary for potential future uses and further agree to release the seminary from any and all liability arising from or in connection with the taking, use, publication and dissemination of such materials.
9. Unless otherwise agreed upon, loans are to be returned or picked up by the lender or his/her duly authorized agent within 30 days after notice is given by the Dadian. The work will be returned only to the owner or lender at the address stated on the reverse unless the Dadian is notified in writing to the contrary. The Dadian's right to return the work shall accrue absolutely upon the termination of the loan. If the Dadian, after making all reasonable efforts and not through fault of its own, shall be unable to return the work within 60 days after such termination, the Dadian shall have the absolute right to place the work in storage, to charge regular storage fees and the cost of insurance therefore, and to have and enforce a lien for such fees and cost. If after three years, the work shall not have been reclaimed, then, and in consideration for storage insurance and safeguarding during such period, the work shall be deemed an unrestricted gift to the Dadian and the lender hereby authorizes the Dadian to proceed in accordance therewith.
10. If the work is for sale and is sold during the period of this loan, the lender shall provide in the terms of the sale to allow the Dadian to continue the display of the art for the duration of the show as specified by this agreement.
11. The foregoing constitutes the entire agreement of the parties and neither this clause, nor this agreement, nor any subsequent modification may be made except in writing signed by both parties thereto. Any changes herein of printed text and written additions must bear the initials of the parties thereto.

The conditions of this loan as stated above and on the reverse are accepted and bind lenders, heirs, assigns, and personal representatives.