

**WATER'S EDGE GALLERY IN THE RIVERSIDE HOTEL  
ARTWORK LOAN AND DISPLAY AGREEMENT**

**ARTWORK DESCRIPTION FORM**

(THIS FORM **MUST** BE FILLED OUT AND RETURNED AT LEAST 14 DAYS BEFORE DELIVERY DATE)

LENDER NAME: \_\_\_\_\_

EXHIBITION DATES: **May 4th to July 6th, 2026 (TVAA Botanica)**

TOTAL NUMBER OF ARTWORK PIECES BEING DISPLAYED: \_\_\_\_\_

**PIECE#1**

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
*(please refer to conditions on page 2 and 3 of this document)*

**PIECE #2**

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
*(please refer to conditions on page 2 and 3 of this document)*

PIECE#3

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
(please refer to conditions on page 2 and 3 of this document)

PIECE #4

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
(please refer to conditions on page 2 and 3 of this document)

PIECE #5

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_

PIECE#6

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
(please refer to conditions on page 2 and 3 of this document)

PIECE #7

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
(please refer to conditions on page 2 and 3 of this document)

PIECE #8

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_

PIECE #9

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, ect.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
(please refer to conditions on page 2 and 3 of this document)

PIECE #10

TITLE AND DATE OF WORK: \_\_\_\_\_

SALE/INSURANCE VALUE: \_\_\_\_\_

DESCRIPTION OF ART PIECE: \_\_\_\_\_

MEDIUM TYPE (Oil, Watercolor, etc.): \_\_\_\_\_

FRAMING DESCRIPTION: \_\_\_\_\_

DIMENSIONS (without frame or base): \_\_\_\_\_

DIMENSIONS (with frame or base): \_\_\_\_\_

IS THIS PIECE AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PRICE? \_\_\_\_\_  
(please refer to conditions on page 2 and 3 of this document)

IF YOU HAVE ADDITIONAL PIECES THAT WILL FIT IN YOUR ALLOTTED SPACE PLEASE USE  
ANOTHER SHEET OF PAPER OR THE BACK TO WRITE THEM DOWN.

**WATER'S EDGE GALLERY IN THE RIVERSIDE HOTEL  
ARTWORK LOAN AND DISPLAY AGREEMENT**

DATE: \_\_\_\_\_

This Artwork Loan and Display Agreement is entered into by \_\_\_\_\_ (Lender)  
and Riverside Hospitality, LLC, dba The Riverside Hotel, Water's Edge Gallery as follows:

LENDER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARTIST NAME (if different from Lender): \_\_\_\_\_

HOW MANY PIECES OF ARTWORK ARE BEING ADDED TO THE SHOW? \_\_\_\_\_

*(Lender will provide written attachment here to the information requested in the Agreement regarding each piece of artwork. See attached artwork description form, and complete for each piece of artwork to be loaned or displayed)*

EXHIBITION COMMENCEMENT DATE: \_\_\_\_\_

EXHIBITION TERMINATION DATE: \_\_\_\_\_

SALE/INSURANCE VALUE (TOTAL) OF DISPLAYED WORKS: \_\_\_\_\_

ARE THE WORKS AVAILABLE FOR PURCHASE? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU WISH TO CARRY YOUR OWN INSURANCE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YOU DO NOT HOLD EXCLUSIVE COPYRIGHT, IDENTIFY THE CURRENT HOLDER:

\_\_\_\_\_

## TERMS AND CONDITIONS GOVERNING ARTWORK LOAN AND DISPLAY AGREEMENT

1. Unless permission is refused in writing, it is understood that the Lender authorizes Water's Edge Gallery in the Riverside Hotel, (Gallery), to photograph and reproduce in any media the loans for catalogue publications and for archival, educational, and publicity purposes. Unless otherwise instructed in writing, Gallery will grant credit to the Lender as specified on page 1 of this agreement in any labels or publications. **Each piece of loaned or displayed artwork must have a completed Artwork Description Form returned with this Agreement no later than seven days prior to the scheduled exhibit. THE GALLERY MUST RECEIVE THIS AGREEMENT AT LEAST 14 DAYS PRIOR TO DROP OFF DATE OR WE WILL NOT ACCEPT THE WORK TO DISPLAY IN THE GALLERY.** Gallery shall have no obligation or liability hereunder for any piece of artwork that is not identified and described in writing as required herein. (Initial)\_\_\_\_\_
2. Unless the Lender elects to maintain its own insurance coverage for the loan period, **the Gallery will insure this Artwork under an all-risk property insurance policy, up to \$3000 per piece of art, and up to \$30,000 per artist's exhibit,** against all risks of physical loss or damage from any external cause while on location during the specified period of the loan. The policy referred to contains limitations for Act of God and the usual exclusions for loss or damage sustained due to and resulting from any authorized repairing, restoration or retouching process, or due to such causes as hostile or warlike action in time of peace and war, atomic, nuclear or radioactive force, reaction or contamination, insurrection, rebellion, civil war, usurped power, action taken by governmental authority in hindering, combating, or defending against such an occurrence, seizure, or destruction under quarantine or customs regulation, confiscation by order of any governmental or public authority, risks of contraband or illegal transportation or trade. The party that makes the transportation arrangements for the Artwork to or from the Exhibit must provide for appropriate insurance coverage as specified herein. (Initial)\_\_\_\_\_
3. **If the Lender elects to maintain its own insurance, the Lender's insurance shall be** primary. Lender agrees to request a waiver of subrogation from its insurer in writing in favor of the Gallery prior to the Exhibit. If the Lender fails to request the waiver of subrogation, the agreement shall constitute a release of the Gallery from all Liability in connection with the loan. (Initial)\_\_\_\_\_
4. Except in case of emergency to preserve the Artwork, the work of art will not be cleaned, restored, or otherwise altered without the written consent of the Lender. In case of an emergency, the Lender will be notified by telephone and in writing.
5. The Lender shall ensure that the work is prepared to be hung according to the Gallery's guidelines. This shall include D-Rings with wire attached to them to ensure ease of

installation. Pieces without wires will not be able to be hung and will need to be picked up once notified. Alternatively, Lender may attach wire for hanging once notified. Each piece needs to be labeled somewhere on the piece, (the back is fine), for ease of identification for wall labels. The Gallery is not responsible for the wrong placement of wall labels if no title is present on the piece. (Initial)\_\_\_\_\_

6. If the work is for sale and is sold during the period of this loan, the Lender shall pay thirty percent, (30%) of the selling price to the Gallery at the conclusion of the work's exhibition term. Any sale of artwork included in this agreement shall be handled directly between the Water's Edge Gallery in The Riverside Hotel and the Buyer. The Gallery will notify the owner of a sale so the Lender may replace the sold piece if agreed upon. If a piece needs to be removed from the hotel before the specified date in this agreement, the Lender will notify their Gallery contact immediately. The work is for sale through the Gallery ONLY while on contract and exhibited in the Gallery. **Outside sales of contracted work are not allowed until work is no longer in exhibit or on contract.** (Initial)\_\_\_\_\_
  7. The Lender, or their proxy, will be required to pick up work on day of uninstall, or day after uninstall. **Unless otherwise agreed upon in writing.** The Gallery will not be held responsible for work left after pick-up deadline. (Initial)\_\_\_\_\_
  8. This Agreement shall be governed by and construed under the laws of the State of Idaho, which shall also be the forum for any litigation arising from or incident to this Agreement. This Agreement may not be assigned by either party without the express written consent of the other, in advance.
  9. This Agreement and attachments referenced herein, constitute the entire understanding between the parties with respect to the subject matter hereof and may be amended at any time only upon mutual written agreement of the parties. Any notice to either party shall be sent to the parties at the addresses set forth above by registered or certified mail, return receipt requested or overnight mail service with proof of delivery.
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I have read and agree to the attached Terms and Conditions Governing Artwork Loan Agreement, and certify that I am the owner, or the agent of the owner, authorized to agree thereto. I understand that by signing this Agreement, I agree to be bound by all of the provisions set forth herein.

Lender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lender's Printed Name and Title: \_\_\_\_\_

Signature for Gallery: \_\_\_\_\_ *Sandra Davis* \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title for Gallery: Sandra Davis, Art and Special Events Director

*Please sign, date, and return the completed Loan Agreement to the Gallery at least 14 days prior to delivery date.*