



Exhibition Submission Application

Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, NY 11432

PART I

Artist	Name		
	Address		
	Telephone (Home)	(Cell)	E-mail
	Authorized Contact Person (Name)	Telephone (Home)	(Cell)

PART II

This section must be filled out for each Work that you are submitting. Additional sheets should be attached and submitted together.

Description of the Original Artwork(s) that you are submitting (the "Work(s)")

Artist Name *(Please print your name exactly as you would like it to appear in the credits.)*

Title of the Work

Medium

Dimensions (inches - L x W x H)

*****Include your Artist biography in no more than 200 words**

Notes/Other

[This Section is to be Completed by the Library]

Notes About the Condition of the Work

By signing below, the Artist hereby agrees to loan her or his original artwork (the "Work") to the Queens Borough Public Library for the purposes indicated above and subject to the terms and conditions set forth in the Exhibition Release of Liability Form, attached hereto. The Artist represents and warrants that: (1) the Work is an original work of art that has been created by the Artist; (2) the Artist has obtained any and all clearance necessary for her or his use of any intellectual property rights that are part of the Work; and (3) she or he has both read and understood the statements herein and in the Exhibition Release of Liability Form, and therefore agrees to be bound by these representations and warranties.

Signature of Artist Date

Name/Title of Artist **[Please Print]**

Exhibition Release of Liability Form

The Artist grants permission to the Queens Borough Public Library, its trustees, officers, employees, affiliates, and assigns, (the "Queens Library") to: (1) exhibit her or his original work or works of art (the "Work"); and (2) reproduce for the purpose of exhibiting, promoting, and publicizing any event, whether either now known or hereafter held, in perpetuity, (i) her or his name, (i) information describing her or his work, (iii) representations of her or his work, and (iv) any other information that he or she has provided to the Queens Library.

Delivery and Removal of the Work: The Artist will be responsible for packing and transporting her or his artwork to the designated Queens Library location for exhibition and shall coordinate with the Queens Library the time, method, and details regarding the removal and return of her or his artwork at her or his own risk and expense to ensure that there is no disruption to the Queens Library's operations. **The Artist shall at no time seek to remove her or his artwork from exhibition without first obtaining written authorization from the Queens Library.** At the conclusion of the Exhibition, the Library shall provide notice to the Artist that the Exhibition has ended and that she or he will need to contact a designated representative of the Queens Library to coordinate the removal of her or his Work. Any Work that has been left for more than thirty (30) days after the Queens Library has given notice to the Artist shall become the property of the Queens Library, unless expressly agreed to otherwise in a signed writing by and between the Artist and the Queens Library.

Representations and Warranties: The Artist acknowledges represents and warrants that: (1) the Work is an original work of the Artist; (2) the Artist has obtained any and all clearance necessary for her or his use of any intellectual property rights that are part of the Work; and (3) she or he has both full authority and power to make this loan, and that she or he has read and understood the statements herein and in the Exhibition Submission Application, and therefore agrees to be bound by these representations and warranties.

Release of Liability and Indemnification: The Artist agrees to release, indemnify, defend, and hold harmless the Queens Library, its Board of Trustees, and its officers, directors, employees, members, volunteers, agents, affiliates, and assigns from: (1) any and all liability and damage to the Work and/or persons or other property as a result of any part of the Artist's participation in the Exhibition; and (2) any actual or alleged infringement of any copyright, trademark, trade secret, license or other third-party property rights relating to the Work.

Insurance: The Artist shall be solely and exclusively responsible to procure and maintain full insurance coverage for her or his Work and property. Neither the Queens Library, its Board of Trustees, nor any of its officers, directors, employees, members, volunteers, agents, affiliates or assigns shall bear any liability, duty or obligation with respect to procuring or maintaining insurance coverage for any Work.

Assignment: The Artist shall not assign or transfer any of her or his rights or obligations under this Release and any attempt to do so shall be void and of no effect.

Signature: _____

Artist Name: _____
Please Print

Date: _____

****No artwork will be considered for exhibition without this form having been signed and submitted with the Work.****