

INVENTORY LIST: A complete list of work to be exhibited should be submitted at least **four (4) weeks prior** to the exhibit. It is the Artist's responsibility to submit this list to facilitate label-making. **The list must be in PDF format and include title, thumbnail images, medium, date created, and sales price** (if applicable) for each work. **Please do not submit files via Google Drive.** Artwork will be installed only when this list is received by Project Art. As patients and visitors are our primary concern, Project Art recommends that the Artist **submit works that are suitable for the healing environment** of the hospital. Project Art requests that the Artist submit a plan and/or diagram of suggested display, with number of pieces, considering the exhibit space dimensions listed on page 2. **We are not able to store artwork that is not on exhibit. Project Art reserves the right to make all curatorial decisions.**

ARTIST STATEMENT (150 words or less): Please provide Project Art with a statement describing your work, influences, background, and any other pertinent information. This statement will be used in conjunction with the exhibit. **The statement must be received at least four (4) weeks in advance of the opening of the show.** Sample artist statements are available upon request. **Project Art reserves the right to edit this artist statement.**

EXHIBITION PERIOD: Project Art maintains the right to change the exhibition dates listed on your contract. There is a possibility that exhibition dates may need to be modified in order to accommodate unscheduled construction and maintenance activities that are beyond the control of Project Art. **Once artwork is on display, it may not be removed or in any way altered by the Artist or a buyer until the end of the exhibition.**

INSURANCE: Liability: Objects received for consideration or for temporary exhibit will be given the same care as artwork belonging to the University of Iowa Hospitals and Clinics. Project Art, The University of Iowa Hospitals and Clinics, the University of Iowa, the State of Iowa Board of Regents, and the State of Iowa are not responsible for any lost, stolen or damaged artwork and no insurance is provided by the foregoing to cover such liability. Artist should obtain insurance to cover lost, stolen or damaged property to protect artwork while on exhibition at UIHC. Artist releases and waives any rights it may have to claims against Project Art, The University of Iowa Hospitals and Clinics, the University of Iowa, the State of Iowa Board of Regents, and the State of Iowa for lost, stolen, or damaged loaned property.

DELIVERY / RETURN: Artwork must arrive at Project Art one week prior to the exhibit opening and/or on the DELIVERY DATE, as specified on your contract. Artist must make arrangements to pick up artwork within five (5) days of the closing of the exhibition and/or on the RETURN DATE.

PACKING: Artist must ensure that artwork is properly wrapped/packaged to facilitate handling, storage and transport within the hospital. Two-dimensional framed pieces must be fully and individually wrapped in either clear plastic or brown craft paper, and secured with masking tape or packing tape at minimum. Unframed paintings must be fully and individually wrapped in plastic and secured with packing tape at minimum. Project Art recommends the use of *glassine* as a primary layer when wrapping paintings. Three-dimensional work must be fully, individually wrapped in bubble-wrap or a suitable sheet foam substitute, and placed in a box which either has a lid or may be folded shut and sealed. Packing peanuts are acceptable as filler material but are not a suitable primary packaging layer. Project Art will take unusual circumstances into consideration regarding works which do not fit into the categories above, including, but not limited to artist's books or textiles.

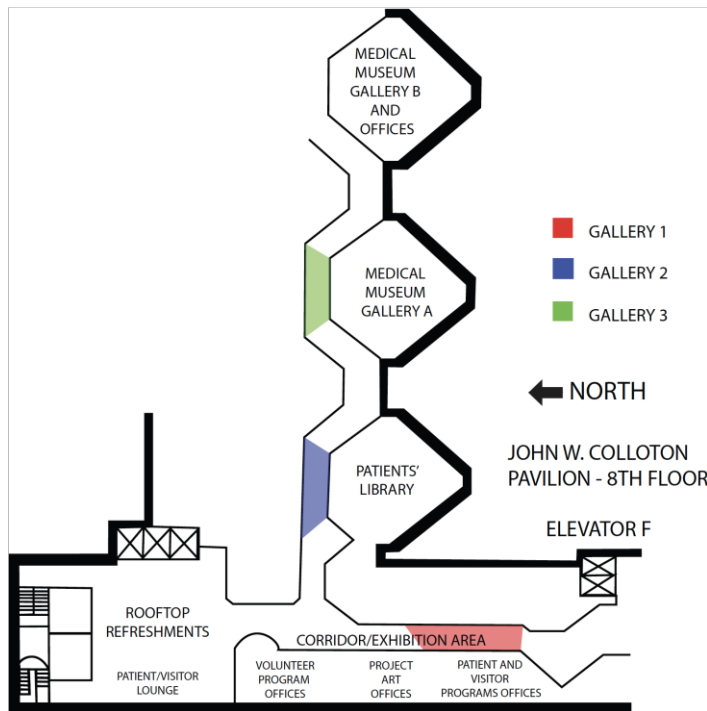
TRANSPORT OF ARTWORK: Artist is responsible for arranging the physical transport of artwork to and from University of Iowa Hospitals and Clinics, 200 Hawkins Drive, Iowa City, IA 52242-1009. Project Art will not be responsible for the transport or handling of any artwork outside University of Iowa Hospitals and Clinics.

SALES/COMMISSION: Project Art will conduct sales to interested parties, if applicable. **It is the responsibility of Artist to include Project Art's 30% commission in the price as well as the 6% Iowa sales tax. Project Art will receive 30% commission on all works sold during the exhibition period and on such sales where buyer interest in purchasing the artwork arose out of viewing such during an exhibition at UIHC.** Purchasers will make checks payable directly to the Artist. Artist is required to give Project Art a check for the commission at the time of sale.

Artist is responsible for complying with tax laws. Questions regarding Federal and/or Iowa law should be directed to Federal tax officials or the Iowa Department of Revenue at (515) 281-3114. Artist is responsible for the delivery of all art sold and all expenses associated with delivery of the art to buyer(s) including shipping, packaging and insurance.

EXHIBIT LOCATION: All two-dimensional works will be displayed in the Patient and Visitor Activities Center (PVAC), 8th Floor, John Colloton Pavilion (JCP). All three-dimensional works will be displayed in the Fountain Lobby, 1st Floor Roy Carver Pavilion.

- PVAC Gallery I – ONE WALL – 8 feet x 36 feet, 2 ½ inches
- PVAC Gallery II – TWO WALLS – 8 feet x 40 feet, 2 inches – 8 feet x 21 feet, 9 inches
- PVAC Gallery III – TWO WALLS – 8 feet x 30 feet, 6 inches – 8 feet x 23 feet, 6 inches



PUBLICITY: Artists must provide one promotional image for website. This information will consist of the artist's name, featured media, exhibit location, and dates on view. Temporary exhibits will also receive publicity throughout University of Iowa Hospitals and Clinics in the form of electronic correspondence and the Internet.

RECEPTION: Due to the restraints of the space, we are not able to host receptions for our temporary exhibitions.

AGREEMENT: In the event the Lender is not in full compliance with this agreement and/or Project Art staff determines the work to be incompatible with the hospital environment, Project Art reserves the right to cancel the contract and the exhibition.

Gallery: Project Art
University of Iowa Hospitals and Clinics
200 Hawkins Drive
8023 John Colloton Pavilion (JCP)
Iowa City, IA 52242-1009