

Art on the Llano Estacado

2020 Shipping Agreement

RETURN BY March 13, 2020

The following agreement between the undersigned “**Artist**” and the Texas Tech University Museum Association, “**Association**” outlines the responsibilities of each party regarding shipment or delivery of the artwork associated with the Art on the Llano Estacado Exhibition and Sale.

Artist agrees:

- To pay all shipping charges associated with Art on the Llano Estacado to AND from the Museum of Texas Tech University.
- To provide PREPAID return mailing labels for ALL packages shipped to the Museum by **Monday, April 20, 2020 or Tuesday, April 21, 2010 to be included in packets delivered.**
 - In the event a piece of art sells and a PREPAID return mailing label is not necessary, the label will not be used; therefore, the Artists will NOT be charged.
 - The Museum will not be responsible for creating return shipping labels or any specifics associated with doing this.
NO EXCEPTIONS.
 - In the event the Artist needs to change the destination to which the art will be shipped or other unforeseen circumstances occurs and a change in the initial return shipping is needed, the Artist must contact Jouana Stravlo at (806) 742-2443 or artonthellano@aol.com immediately and provide new PREPAID labels for the shipment.
- To provide fine art insurance for artwork during shipment to AND from the Museum.
 - The Association will provide insurance for the art while it is in the Museum.
 - The Association is NOT responsible for damages caused by the shipping company selected by the Artist.
- To provide sturdy shipping containers for each piece of art in the show, specifically made for the purpose of shipping art.
 - Work must arrive in reusable packing/shipping containers/crates. If the Association determines packaging cannot be reused, or additional packing materials are needed, adequate shipping materials will be required for return shipment and will be provided at the expense of the Artist.
 - Artists will NOT use peanuts or other loose filler which may shift during shipment and do not provide adequate protection of the art. The



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Museum will not be responsible for any artwork damaged by being packed in this condition.

The Association agrees:

- To immediately notify the Artist of any artwork or packing containers that arrive in poor condition or damaged.
- To provide fine art insurance for the Artist's work while in the Association's custody, in storage, on display, and pending return to the Artist.
- To arrange for artwork to be insured and shipped to the BUYER at no cost to the Artist.

Signatures:

The Artist:

Artist Signature

Date

Printed Name

The Association:

Association Signature

Date

Printed Name

