

THE ESTATE OF MARTIN KIPPENBERGER
GALERIE GISELA CAPITAIN

INFORMATION FOR BORROWERS

This information is intended to make the administrative processing of loan applications easier for borrowers and the lender and to provide them from the outset with a clear definition of the applicable conditions.

A loan application may be rejected if the work in question is required for our own use, if the item has already been committed for loan or where there is a level of risk on conservation or security grounds.

Although verification of the requested work(s) will be carried out as quickly as possible, delays may arise when our resources are engaged in other internal or external commitments.

Would you therefore please submit your applications for loans to us at the earliest possible opportunity.

PROCEDURE

Requests should be submitted in writing to the following contact persons at the Estate of Martin Kippenberger:

Dr Regina Fiorito / estate@galeriecapitain.de

Lisa Franzen / estatemartinkippenberger@galeriecapitain.de

P +49 221 355 70 10

The Estate of Martin Kippenberger uses only its own loan agreements.

To this end, we require the following information:

1. Name and contact information of the applicant or contact person
2. Name and address of the borrower (including invoicing address and VAT number)
3. Address of the exhibition venue where this differs from the borrower's address
4. Precise information on the item(s) to be loaned – title, year, technique + an image of the item(s) (e.g. an image file or a reference to a previously published image)
5. Title of the exhibition
6. Duration of the exhibition
7. Loan period (including transportation, i.e. the total length of the loan)
8. A brief outline of the project/concept + a list of the participating artists

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INSURANCE

Insurance (AXA ART) coverage levels and insured values will be set by the Estate of Martin Kippenberger.

The costs shall be borne by the borrower. The **payment confirmation / signed policy** must be sent by post, fax or e-mail to the Estate of Martin Kippenberger before the requested item is to be collected.
Failure to do so may result in refusal to hand over the item to the carrier.

TRANSPORT

The Estate will determine the **transportation and packaging requirements** for each item loaned. These requirements must be met in full. Should new packaging be needed for the loaned item(s), the borrower will receive a cost estimate in advance for his approval. We reserve the right to designate a transport company.

COURIER

The Estate of Martin Kippenberger reserves the right to appoint an art restorer/courier to accompany the work(s). The associated costs shall be borne by the borrower.

Daily rate + hotel & travel costs and daily expenses / arrival and departure days shall be calculated as half days

PROCESSING FEE

A processing fee will be charged by the Estate of Martin Kippenberger for the processing of the loan.
The amount of the fee shall depend on the quantity of works loaned and the expense incurred.
You will be notified of this amount once your complete loan request has been processed.

REPRODUCTION OF LOANED WORKS IN YOUR PUBLICATIONS

On request, a high-resolution digital image file of the loaned work(s) will be sent to you for insertion in your exhibition catalogue. Should no such printable reproduction be available in our archive, we can arrange, on request and where feasible, to have a digital image taken by a photographer/photo lab commissioned by us.
The associated costs would be borne by the borrower.

For all other printed matter (in addition to the exhibition catalogue), including press portfolios and reproduction on the Internet, **separate permission** must be obtained from the Estate of Martin Kippenberger.
We reserve the right to charge a fee for this.

The copyright notice and photo credits must always be provided in accordance with our specifications.
Following publication, **two specimen copies** of all printed materials must be sent to our archive.
In each individual case, the planned layout must be submitted/sent to the Estate for final approval.

All image data that we have provided to you must be removed from all computers, and any CDs made available to you must be destroyed or returned to us.

CONTACT

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P +49 221 3557010
estatemartinkippenberger@galeriecapitain.de