

West Virginia Humanities Council *Hatfields & McCoys* Exhibit Loan Request Agreement

Return to 1310 Kanawha Blvd., East, Charleston, WV 25301 or payne@wvhumanities.org

PLEASE PRINT OR TYPE
(Keep a copy of this agreement for your files.)

Host Organization: _____

Mailing Address: _____

City: _____ Zip: _____

Authorized Contact Person: _____

Daytime Telephone #: _____ Email: _____

Requested Three Week Display Period: (Beginning) _____ (Ending) _____

Display Location: _____

Display Location Street Address: _____

City: _____ Zip: _____

Days/Hours Exhibit Open to Public: _____

Check each of the following to agree to the conditions of the loan:

The exhibit will be on public display for the dates listed above

The display space is accessible to individuals with special needs

The exhibit will be free to the public (or with no additional admission charged) with regular hours of visitation

The exhibit will be displayed in a secure area with proper environmental controls

Host will provide the necessary manpower (2) to safely and properly load/transport the exhibit from the previous site, unpack/store/repack the exhibit cases, and assemble and disassemble the exhibit

Host will display and provide to visitors any printed exhibit materials supplied by WVHC

Host will notify WVHC immediately of any exhibit or case damage, absent materials, or other problems/questions

Host will have the exhibit properly cased and ready for pick up by the next site on the scheduled pick up date

Host will complete and submit all necessary reporting forms to WVHC

Host will read and follow all accompanying exhibit assembly/maintenance instructions

The above terms are understood and accepted.

(Signature of authorized representative for host organization)

Date: _____

(Printed name of authorized representative for host organization)