

West Virginia Humanities Council
Hatfields & McCoys Exhibit Loan Request Agreement

*Return to 1310 Kanawha Blvd., East, Charleston, WV 25301 or
contact warmack@wvhumanities.org*

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

Host Organization: _____

Mailing Address: _____

Authorized Contact Person: _____

Daytime Telephone #: _____ Email: _____

Requested Display Period: Beginning: _____ Ending: _____

Display Location: _____

Display Location Street Address: _____

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 has ceiling height of at least 9 feet
- 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 (3 people) 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 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 the provided exhibit assembly/maintenance instructions prior to set up**
- The above terms are understood and accepted**

(Signature of authorized representative for host organization)

Date: _____

(Printed name of authorized representative for host organization)