

# West Virginia Humanities Council

## Exhibit Loan Request Agreement

Return to 1310 Kanawha Blvd., East, Charleston, WV 25301 or  
contact [warmack@wvhumanities.org](mailto: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: \_\_\_\_\_

Name of exhibit requested: \_\_\_\_\_

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 (*for all non-poster exhibits*)
- 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 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)