

St. Louis County Historical Society

506 West Michigan Street, Duluth, MN 55802
218.733.7586

Traveling Exhibit Program Reservation Application Form

(Must be accepted by SLCHS in writing)

Contact Person Title

Organization

Street Address City State Zip

(_____) _____
Telephone email (optional)

Desired exhibit: _____

Desired Dates: Receipt _____ **Return** _____

All Society exhibits fit into a standard size van for transport. Exhibits may be picked up and returned at 506 West Michigan Street, Duluth, MN 55802. **Please provide your own packing materials for safe transportation of exhibits.** If you would like the Society to arrange for transport, for an additional fee, please state so. How do you plan to transport the exhibit? _____

Loan requirements:

- We must receive the following at least one week prior to shipping/pick-up:**
 - All applicable fees: \$50.00 handling fee**, optional packing/transport or service fees; &
 - Signed agreement with proof of insurance** coverage for the exhibit, during both loan term and transit.
- All publicity of the exhibit must credit the St. Louis County Historical Society as the owner.**
- The exhibit **must** at all times be housed in a clean, safe, indoor environment.
- Repair or replacement due to damage incurred to exhibit components during loan period or transit shall be reimbursed to SLCHS by borrower.

For Society Use Only: Reservation received __/__/__ By: _____

Handling fee received __/__/__ By: _____ Packing/transport fee? Y/N

Insurance proof received __/__/__ By: _____ Agreement received __/__/__ By: _____

Exhibit returned __/__/__ Rcvd. by: _____ Condition report done __/__/__ By: _____