



# Travelling Exhibit Loan Application & Agreement

Please complete this form, enclose \$100 damage deposit check and mail to: *Mari Sandoz Heritage Society, P.O. Box 6808, Lincoln, NE 68506*. If you have any questions, please contact [echase@windstream.net](mailto:echase@windstream.net) or [jlschmidt67@gmail.com](mailto:jlschmidt67@gmail.com). The exhibit may be borrowed for a min. of 3 days and a max. of 2-weeks at a time.

## Section 1 Borrower Information

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Organization Name: \_\_\_\_\_

Contact Name & Position with Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you or the organization borrowing the exhibit a member of the Mari Sandoz Heritage Society?

Yes

No

## Section 2 Exhibit Use Information

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Name of facility where the exhibit will be on display: \_\_\_\_\_

Event during which the exhibit will be on display (if applicable): \_\_\_\_\_

Address of the facility where the exhibit will be on display: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates the exhibit will be on display: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Date & time exhibit must arrive to the site: \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ am | pm

Date & time exhibit will be returned to the Society: \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ am | pm

Anticipated attendance during the time the exhibit is on display (approximate): \_\_\_\_\_

Security for exhibit while it is on display (please describe): \_\_\_\_\_

How will the exhibit be transported to and from facility and by whom?: \_\_\_\_\_

## Section 3                      Terms & Conditions

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1. The Mari Sandoz Heritage Society travelling exhibit may be loaned to libraries, museums, historical societies and schools.
2. The facility where the exhibit will be displayed, must provide (1) one eight foot table.
3. The exhibit is comprised of (2) two pull up floor banners, (1) one table covering with runner, (2) two 16" tall spinners, (1) digital photo frame, and several pieces of literature that people can take.
4. The exhibit may only be used indoors and in a secure environment with supervision by staff of the borrowing organization at all times when the public has access to the exhibit.
5. Transport of the exhibit to and from the Mari Sandoz Heritage Society must be done in a closed vehicle.
6. Reservations for the use of the exhibit will be taken on a first come, first served basis. Requests to reserve the exhibit must be received no less than (10) ten business days before the desired use of the exhibit. Requested dates will not be held until the damage deposit has been received by the Mari Sandoz Heritage Society.
7. There is no charge to borrow the display, however there is a \$100 damage deposit (refunded upon return of the display without damage) is required.
8. Borrowers are responsible for pick up and return of the exhibit. The Mari Sandoz Heritage Society will help coordinate and work with organizations as well as Society partners to share cost and travel of the exhibit between venues when applicable.
9. Borrowers are solely responsible for meeting all requirements and regulations at the locations where the exhibit will be used (including insurance, fire codes, event registration and/or booth fees, etc.)
10. Borrowers should promote the display using press releases, social media and other forms of communication that advertises the exhibit to the public. Copies of the press releases and other materials used to promote the exhibit must be provided to the Mari Sandoz Heritage Society following the use of the display. A model press release is available from the Mari Sandoz Heritage Society upon request.
11. The right to display the materials in our exhibit is granted for the user's personal use only, and materials may not be reproduced in any edited form. Any other reproduction, transmission, performance, display or editing of these materials by any means mechanical or electronic without the express written permission of the Society is strictly prohibited. Users wishing to obtain permission to reprint or reproduce any materials appearing in this exhibit may contact us directly.
12. Any damage, loss or theft of the exhibit must be reported to the Mari Sandoz Heritage Society immediately. Please contact Elizabeth Chase at 402-499-3703.
13. The Mari Sandoz Heritage Society will inspect the exhibit for any damage incurred while on loan and will note any damage prior to sending the exhibit to the next borrowing organization. The borrower will check the condition of the exhibit when received and will notify the Mari Sandoz Heritage Society of any damage. The exhibit shall be in proper working order when it is received by the borrower.

14. Once the exhibit has been returned, it is inspected for damage. If any damage is found, the borrower will be responsible for any cost to repair the damages, the amount to be deducted from the damage deposit. The damage deposit will be returned to the borrowing organization, minus any amount deducted for damage repairs. If the exhibit is returned without damage, the deposit will be returned in full.
15. The borrower will submit a final report within 30 days upon return of the exhibit. The final report should include:
- a. the name and address of the borrowing organization
  - b. dates and location exhibit was on display
  - c. description of any event held in conjunction with the exhibit (if applicable)
  - d. attendance figures
  - e. visitor comments
  - f. any recommendations for changes to the exhibit and/or the loan process

I have read and agree with all of the terms of conditions listed above

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name \_\_\_\_\_

FOR OFFICE USE ONLY	
Date Request Received:	_____
Deposit Enclosed	Yes   No
Date Approved:	_____
Initial:	_____