



## Traveling Exhibit Reservation and Lending Agreement

Date: \_\_\_\_\_ Exhibit Name: \_\_\_\_\_

Exhibit Loan Period: \_\_\_\_\_ to \_\_\_\_\_ (up to 8 weeks)

Borrowing Institution: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address Where Exhibit Will Be Displayed: \_\_\_\_\_

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

Special Instructions/Notes: \_\_\_\_\_

\_\_\_\_\_

All exhibit loans must be approved by the Marathon County Historical Society staff before the exhibit will be loaned. Exhibits will be available for a period of no more than eight weeks unless otherwise approved by the Marathon County Historical Society staff.

### TERMS AND CONDITIONS

1. The exhibit will be maintained at the address provided or overseen by the borrower/exhibitor unless other arrangements were made.
2. The exhibit will be secured when borrowing institution is closed to visitors.
3. The borrower/exhibitor assumes liability for any damage to the exhibit while in your possession.
4. The borrower/exhibitor must give credit to the Marathon County Historical Society in all press releases and exhibit publicity.
5. This agreement is non-transferable.
6. Revisions and modifications to this agreement must be submitted in writing, reviewed, approved, and signed off on by all parties.

Date Loaned	Borrower Signature	MCHS Staff For Loan
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Date Returned	Borrower Signature	MCHS Staff For Loan
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