

SAMPLE LOAN AGREEMENT FORM

(Please return this form and copy for your own records)

1. Name and address of institution where exhibition is to be held

2. Name (and address if different) of person to whom correspondence should be directed

Tel:..... E-mail:..... Fax:.....

3. Title of exhibition:.....

4. Dates of exhibition:.....

5. Items being requested

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Please continue on further paper as necessary

6. Environmental information

a) Do you keep monitored records of environmental conditions in the exhibition areas?
YES/NO

b) If so, what are the variants of temperature & relative humidity

In the exhibition area(s):.....

In the display case(s):.....

c) How is the temperature and relative humidity controlled

In the exhibition area(s):.....

In the display case(s):.....

d) What type of light is used to illuminate