



Singing Bronze

TRAVELING EXHIBIT REQUEST FORM

Please complete the form and submit via email to library@boktower.org

Host Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____

Location where exhibit will be displayed: _____

Dates requested:

A 3 month time period is suggested, but shorter or longer time periods may be accommodated as appropriate

Start date: _____ End Date: _____

Please share if there are any special reasons for the dates requested (such as a festival or anniversary):

Alternate choice of dates: _____

We cannot guarantee that you will get your first choice of dates, but will do our best to accommodate your request.

I, _____, agree to the following terms and conditions:
(print name)

- 1) I will pay the shipping costs for the exhibit both TO and FROM my location, including insurance
- 2) The exhibit will be hung and packed properly, as per the provided instructions
- 3) I assume responsibility for the exhibit while it is in my care and will cover the cost of repair or replacement (\$2500) should it be damaged while in my possession
- 4) The exhibit will be shipped in a timely manner, in the timeframe agreed upon. Late shipments be assessed a late fee of \$50/day for the first 30 days, after which the exhibit will be presumed lost and a fee of \$2500 for full replacement will be charged
- 5) I will adhere to the printing guidelines to ensure the banners look as intended
- 6) I will display the exhibit in a location and manner which enhances and promotes the carillon art. Displays which are inappropriate or which diminish the GCNA and/or the carillon art may be asked to be returned to the GCNA prior to the end of the agreed loan period
- 7) I claim no rights to the exhibit, which are retained by the GCNA and respective photographers

Signed: _____ Date: _____

Date received: _____