



Traveling Exhibit Loan Agreement

Please complete the form and return to: Mike Runge, City Archivist
Historic Preservation Office
108 Sherman Street
Deadwood, SD 57732

Email: archives@cityofdeadwood.com Phone: (605) 578-2082

Date: _____

Exhibit: _____

Borrowing Institution: _____

Address: _____

Contact Person: _____

Contact Email: _____

Contact Phone Number: _____

All exhibit loans will go before the Historic Preservation Commission and City Commission for approval before the exhibit will be loaned. Exhibits will be available for a period of eight weeks unless otherwise stated below. The borrowing institution agrees to provide the City of Deadwood Finance Office with a photocopy of insurance prior to picking up and/or shipping the exhibit.

SHIPPING

If the exhibit is being shipped, the exhibit shipping and return is arranged by the City of Deadwood Archives. The loaning institution agrees to reimburse the City of Deadwood for all shipping costs.

EXHIBIT LOAN PERIOD _____ to _____ (8-week period)

Pickup/Delivery Options:

I would like the exhibits(s) delivered and picked up.

I will pick up and return the exhibit(s) to the City of Deadwood myself.

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 shall 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 Deadwood Historic Preservation Commission 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.

Borrower Signature

Date