 Exhibit and Object Outgoing Loan Form

Vasa National Archives

PO Box 101

109 S. Bishop Hill St.

Bishop Hill, IL 61419

Phone: 309-927-3898

**Agreement:** The Vasa National Archive hereby lends to the borrower identified below the object described herein for the purposes and subject to the terms and conditions set forth.

Borrower: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibit/Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Loaned Object description:** Attach additional sheet if multiple objects are loaned.

Object number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of work: \_\_\_\_\_\_\_\_\_\_\_\_\_Weight (English/ Metric): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions (Framed/ Unframed): \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ L \_\_\_\_\_\_ D Value: \_\_\_\_\_\_\_\_\_\_\_\_

**Credit line:** Vasa National Archives, Bishop Hill, IL

**INSURANCE** (Carrier, Agent, Policy Number, and Contact information)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Installation, Cleaning, Display and Handling Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Shipping and Packing:** Objects will be packed by Vasa National Archives staff and volunteers. Any special packing materials will be charged to the Borrowing institution unless otherwise noted. Objects will be transported to the venue by the (circle one) Borrower / Vasa National Archives / shipping company.

Shipping Company and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and agree to the conditions stated on the reverse and certify that I am authorized to agree thereto.**

**Signed** (Name and title)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by** (Name and Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURNED**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lender (**Name and Title)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Borrower** (Name and Title)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OUTGOING LOAN AGREEMENT**

Vasa National Archives

1. SHIPPING ARRANGEMENTS: Unless otherwise agreed the Borrower will make all shipping arrangements and will assume financial responsibility for shipping arrangements. Shipping arrangements must be approved by the Lender.

2. WITHDRAWAL OF OBJECTS: The Lender reserves the right to withdraw an object(s) on short notice and will provide reasonable notice. The Lender may substitute similar examples. If withdrawal is requested by the Lender, the Borrower will respond promptly and cooperate fully, following all packing and shipping instructions.

3. FEE: The Borrower shall pay any fee (Rental, Reproduction, Packing, etc.) that the Lender determines or accrues on behalf of the Borrower. The Vasa National Archives will do its best to provide accurate estimates to the Borrower prior to the loan period. Any payment plans must be in writing. Payment shall be made to the Vasa National Archives.

4. INSURANCE: The Borrower agrees to provide insurance for the value of the object(s) for the duration of the loan period, including during shipping, against all risks excluding wear and tear, gradual deterioration, inherent vice, or hostile/warlike actions. The coverage will cover loss, damage, or deterioration in transit and at the Borrower’s location. The Borrower shall provide suitable protection against theft, fire, and damage from any cause whatsoever (including insect, vermin, dirt, and other environmental hazards) at all times. Should loss, damage, or deterioration be noted, the Lender shall be informed immediately and in detail. Should damage occur in transit, the Lender and shipping company shall be notified at once, and all packing materials shall be saved until the carrier and/or the Lender’s representative has had an opportunity to inspect them. The Borrower must furnish the Lender with a certificate of insurance or a copy of the policy made out in favor of the Lender prior to shipment of the object(s). Any lapses in coverage, any failure to secure insurance and /or any inaction by the Lender regarding notice will not release the Borrower from liability for loss or damage. The Certificate of Insurance will be attached to this Agreement prior to execution.

5. PACKING, HANDLING, AND REPORTS

A. All packing, unpacking and handling instructions must be followed explicitly. Packing materials must be stored in the unused packing crates during loan period. The crates will be reused for re-packing and shipping.

B. The Borrower shall submit to the Vasa National Archives a written record of the object’s condition upon arrival and prior to return.

C. Each object shall remain in the condition in which it is received. No object shall be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched or altered in any way whatsoever except with the express written permission of the Lender. Accession/ identification numbers or tags must not be removed.

6. DISPLAY OF EXHIBIT: Objects selected for exhibition must be properly, securely, and safely displayed on walls or supportive panels. Works will not be leaned against walls on tables for display. Barriers will be used to prevent the public from touching the object(s).

7. CREDITS: All advertising, promotional, or other informational material using Lender’s collection will carry a credit line.

8. SECURITY: At all times the Exhibition is in the care of the Borrower, the Borrower will be responsible for the security, protection, and preservation. The Borrower will exercise its best efforts to protect and preserve each object loaned. Objects will be protected at all times against direct sunlight, rain, excessive humidity, and from fading, buckling, scorching, and cracking caused by direct or reflected sunlight, strong artificial light, florescent light, or proximity to heat source. Outdoor exhibits must be approved in advance of loan.

9. REPRODUCTION OF OBJECTS: Unless written notice to the contrary is given in advance, objects, other than those deemed too fragile, may be photographed and reproduced for normal publicity and catalog purposes before and during the exhibition and for condition records. Special permission shall be obtained in writing for all other reproduction and for any reproduction whatsoever of fragile objects. Except for detail views, all reproduction for any purpose shall show an unobstructed view of the entire object without cropping or bleeding. If a detail is reproduced, this fact shall be clearly indicated in the caption. No reproduction of any kind may be tinted or otherwise distorted. The Vasa National Archives will receive a copy of any publications or catalog of the exhibit for which the Vasa National Archives objects have been lent.

10. ENTIRE AGREEMENT: This Agreement supersedes any and all other Agreements and understandings, oral or written, whether prior to or contemporaneous with this Agreement. The Loan Agreement and all rights arising there under are personal and cannot be assigned without written consent of the other party.

11. CHANGES TO THIS AGREEMENT: Any changes to this Agreement will be made in writing and signed by both parties.

12. APPLICABLE LAW: This Agreement will be governed by and construed and enforced according the laws of the State of Illinios, United States of America.

13. CONSTRUCTION AND SEVERABILITY: If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or ability to enforce any part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

Additional Loaned Objects

\*Additional copies may be made as needed to cover all objects loaned.

**Loaned Object description:** Attach additional sheet if multiple objects are loaned.

Object number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of work: \_\_\_\_\_\_\_\_\_\_\_\_\_Weight (English/ Metric): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions (Framed/ Unframed): \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ L \_\_\_\_\_\_ D Value: \_\_\_\_\_\_\_\_\_\_\_\_

**Special Installation, Cleaning, Display and Handling Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of work: \_\_\_\_\_\_\_\_\_\_\_\_\_Weight (English/ Metric): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions (Framed/ Unframed): \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ L \_\_\_\_\_\_ D Value: \_\_\_\_\_\_\_\_\_\_\_\_

**Special Installation, Cleaning, Display and Handling Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Dimensions (Framed/ Unframed): \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ L \_\_\_\_\_\_ D Value: \_\_\_\_\_\_\_\_\_\_\_\_

**Special Installation, Cleaning, Display and Handling Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of work: \_\_\_\_\_\_\_\_\_\_\_\_\_Weight (English/ Metric): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions (Framed/ Unframed): \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ L \_\_\_\_\_\_ D Value: \_\_\_\_\_\_\_\_\_\_\_\_

**Special Installation, Cleaning, Display and Handling Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of work: \_\_\_\_\_\_\_\_\_\_\_\_\_Weight (English/ Metric): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions (Framed/ Unframed): \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ L \_\_\_\_\_\_ D Value: \_\_\_\_\_\_\_\_\_\_\_\_

**Special Installation, Cleaning, Display and Handling Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**