

*Article 1 Information on the Exhibition*

1. 1 Name of borrower and organizer of the exhibition:

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1. 2 Exhibition Venue

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1. 3 Exhibition Period

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*Article 2 Declaration and warrantee of the Lender*

2. 1 The Participator to the \_\_\_\_\_ (hereinafter referred to as 'the Lender') declares and warrantees that (s)he is the owner of the works, artifacts and all exhibition supports hereunder referred to as the 'Works', or that (s)he has been legally entrusted by the owner of the Works to deal with the loan procedure.

2. 2 The Lender agrees to provide the Works, free of charge, to the organizer of \_\_\_\_\_ (hereinafter referred to as 'the Organizer') in order to publicly display the Works in \_\_\_\_\_ located at the site mentioned in Article 1.2 hereinabove VENUE.

2. 3 The Lender warrantees that the data concerning the Works indicated on or provided with the loan form are correct.

*Article 3 Deadline for the Return of this Loan Form*

This Loan Form includes the general conditions for the loan of Works for exhibition.

This Loan Form as well as all its exhibits should be filled in legibly, signed by the owner of the Works or by his duly authorized representative and returned to the Organizer by \_\_\_\_\_

*Article 4 Duration of the loan*

The duration of this Loan Form takes act from the moment it is signed until the return of the Works to the Lender.

Please note that the Lender shall put the Works at the Organizer's disposition on \_\_\_\_\_. No Works supplied to the Exhibition may be withdrawn before the term of the loan without the prior written consent of the Organizer.

*Article 5 Packing*

5. 1 The Lender shall be solely responsible for properly packing the Works for shipment and shall bear such packing costs. The Lender shall take a photograph of each of his/her Works and attach such photographs to the Works before packing them.

5. 2 Packing shall be carried out with due care, using packing materials that will protect the Works in all phases of handling and transport and which may be reused for subsequent re-packing and return after the Exhibition.

5. 3 The Organizer shall not in any case be responsible for any damage due to the use of inadequate original pecking materials by the owners of the Works.

*Article 6 Transport of the Works*

- 6.1 The Organizer shall be responsible exclusively to examine and approve the works shown in VENUE which have been notified by means of the present Loan Form, duly received by the Organizer by the deadline indicated in article 3 herein above.
- 6.2 Any and all transport costs to and from the VENUE shall be borne by the Lender.
- 6.3 The Lender shall indicate legibly the pick-up address.
- 6.4 The packed Works must be available for collection by the Lender and his/her shippers on the proper time and send to VENUE no later than \_\_\_\_\_, any transport costs shall be borne by the Owner.
- 6.5 If the Lender wishes to take home any special installations, materials or models used for the projects realized in VENUE (s)he shall bear any and all of the related packing and transport costs from the VENUE to the Lender's address.
- 6.6 At the end of the Exhibition, the Lender's shippers shall take the Lender's Works away from VENUE, or repack and dispatch to the Owner at the same time.

*Article 7 Customs formalities*

- 7.1 The Organizer shall be responsible for all customs formalities with COUNTRY authorities for Works coming from foreign countries. For this purpose, the Lender shall provide the Organizer with all documents required for the customs formalities no later than \_\_\_\_\_.
- 7.2 In the event of the Lender indicating a return delivery address different from the original collection address, the Lender shall be fully responsible for all customs formalities as well as for all related shipment costs.

10.4 The Organizer shall have the right to make copies of the documentation, films, CD-ROMs and DVDs sent for the catalogue for inclusion in the archives of the Organizer for future reference.

10.5 The Organizer shall have the right to allow the general public visiting the Exhibition to take photographs inside the VENUE.

### *Article 11 Installation*

11.1 A detailed technical sheet of the Installation shall be sent by the Lender to reach the Organizer by \_\_\_\_\_.

11.2 Each technical sheet must be accompanied by appropriate documentation and instructions regarding exhibit assembly (technical descriptions, drawings, images, construction diagrams or details of assembly systems where appropriate).

Such documentation must be written in English and be clear and complete and allow correct assessment of requirements in terms of assembly and technical equipment (electric installations, audio-visual, electronic and lighting systems).

11.3 If the technical sheet of the Installation does not reach the Organizer in the required time, the Organizer reserves the right to charge any additional costs to the Lender.

11.4 The Organizer of Exhibition shall appoint an exhibition designer to carry out the overall exhibition layout, and who will be responsible for the positioning, arrangement and captioning of each exhibit.

11.5 The Lender's works shall be installed by him/her, or helped by the Organizer. The installation costs shall be borne by the Lender, once the Installation has been approved by the Organizer.

*Article 12 Miscellaneous*

12.1 Validity

The Loan Form shall have the same validity as a contract and shall come into effect upon its receipt by the Organizer after signature by the Lender or by the duly authorized representative of the Lender.

12.2 Assignment

Neither the Lender nor the Organizer may assign any or all of his rights and obligations under this Loan Form.

12.3 Governing law

This Loan Form shall in all respects be construed according to the laws of the BORROWER'S COUNTRY

12.4 Language

This Loan Form shall be executed in four counterparts consisting of two copies in BORROWING COUNTRY'S language and two copies in English language. Each of the copies shall be deemed an original and the two versions shall be equally authentic.

12.5 Jurisdiction

The BORROWER'S COUNTRY shall have exclusive jurisdiction on any dispute, controversy or claim arising out of or in connection with this Loan Form.

I undersigned, \_\_\_\_\_, confirm that I have read each and all of the above twelve (12) articles of the Loan Form and express my full acceptance of these conditions.

Place:

Date:

Signature:  
(Official Stamp of the Office)