



**Burleigh Legacy Alliance**

## **Traveling Exhibit Loan Agreement**

Please complete the form and return it to:

Johnny Johnson, Burleigh Legacy Alliance

223 Walnut Street, Erie, PA 16507

Email: [blessed112@hotmail.com](mailto:blessed112@hotmail.com) Phone: (814) 392-5629

**Date:** \_\_\_\_\_ **Exhibit:** Discovering Black Erie – One Story at a Time

**Borrowing Institution:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

All exhibit loans will go before the Burleigh Legacy Alliance Board and be approved by the Communications/Marketing Committee before the exhibit is loaned. The exhibit will be available for a period of two weeks to eight weeks, unless stated below.

**SHIPPING:** The Burleigh Legacy Alliance will transport the exhibit to the host site and set it up.

**EXHIBIT LOAN PERIOD:** \_\_\_\_\_ to \_\_\_\_\_

**TEARDOWN/PICK-UP:** The teardown and pick-up of the exhibit will be done by the Burleigh Legacy Alliance. At the termination of the loan period, please contact the Burleigh Legacy Alliance to schedule a date/time for the removal of the exhibit.

### **TERMS AND CONDITIONS:**

1. The exhibit will be maintained at the address provided and overseen by the borrower/exhibitor unless other arrangements are made.
2. The exhibit will be secured when the 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 Burleigh Legacy Alliance 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's Signature

\_\_\_\_\_  
Burleigh Legacy Alliance Representative Signature