



**BROWN  
FOUNDATION**

Exhibit/Slides Loan Agreement

Date: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Please check for borrowing:

TRAVELING EXHIBIT PANELS

Usage Date: \_\_\_\_\_

Loan to be Returned No Later Than: \_\_\_\_\_

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FEE	
BASIC LOAN FOR EXHIBIT (OUT OF STATE)	\$600.00
BASIC LOAN FOR EXHIBIT (IN STATE)	\$400.00

- ✓ Fees must be paid before exhibit is shipped.
  - ✓ Expenses for the roundtrip shipment are the responsibility of the borrower.
  - ✓ Shipping must include insurance.
  - ✓ Exhibit will be insured for the replacement value of \$3900.00.
  - ✓ Handling & Restrictions: Please call the Brown Foundation before using any adhesives, etc. on exhibit panels and/or before any repairs or alterations to exhibit. All questions should be directed to the Brown Foundation at (785) 554-8576
  - ✓ Credit (as it should appear for publicity):  
*The Brown Foundation for Educational Equity, Excellence and Research, Topeka, KS*
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Due to past damage, the exhibit is now 12 panels measuring 24"x36". The exhibit can either be wall mounted or placed on easels.

The Brown Foundation is pleased to agree to the loan of the exhibit in accordance with the specific terms and conditions described herein, which are part of this agreement.

Brown Foundation President	Date

The Terms and Conditions of the loan stated in this loan agreement are acknowledged and accepted on behalf of the borrower listed below.

Borrower, Title	Date

Return original to the Brown Foundation and retain a copy for your files.

Return to:     Brown Foundation  
                   C/O 1817 Foxwood Ln  
                   The Villages, FL 32162