



Exhibit/Slides Loan Agreement

Date:

Borrowing Institution:

Address:

Contact Person:

Phone Number:

Fax Number:

Exhibit or Slides (please circle)

Usage Dates: _____ to _____

LOAN TO BE RETURNED NO LATER THAN

Fee:	Basic loan for exhibit (out of state)	\$400.00
	Basic loan for exhibit (Kansas only)	\$200.00
	Basic loan for slides	\$20.00

These fees must be paid to the Brown Foundation before exhibit is shipped.

Expenses for round trip shipping is the responsibility of the borrower. Shipping must include insurance. Exhibit will be insured for a replacement value of \$3,900. The Foundation requests the exhibit be shipped using FED EX. Please indicate a FED EX account number to be used when shipping the exhibit.

FED EX ACCOUNT #: _____

Handling & Restrictions: Please call the Brown Foundation before using any adhesives, etc. on exhibit panels and/or before any repairs or alterations to either exhibit or slides. Direct questions to the Brown Foundation (785) 235-3939.

Credit (as it is to appear on publicity):

The Brown Foundation for Educational Equity, Excellence and Research, Topeka, KS

Due to past damage to the exhibit, it is now 12 framed posters measuring 24"x36". The exhibit can either be wall mounted or each twelve panels can be placed on easels.

Shipping weight of the exhibit is approximately 130 pounds and the dimension of the shipping case is 40" x 30" x 28".

The Brown Foundation is pleased to Agree to the Loan of the exhibit and/or slides 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 Loan stated in this Loan Agreement are acknowledged and accepted on behalf of the Borrower listed above.

Borrower, Title

Date

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

**Return to:
Brown Foundation
1515 SE Monroe
Topeka, KS 66612
Phone: (785) 235-3939
Fax: (785)235-1001
brownfound@juno.com**