

APPENDIX 1

LOAN REQUEST FORM FOR EXHIBITION

Loan case no. **2011**

Case managed by:

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INTRODUCTION

Requests for loans of collection items from L'Adresse Musée de La Poste must meet the conservation, exposure and safety requirements in force in the museums.

A loan request must be made **at least three months** before the departure of the requested collection items; this notice period is required in order for the Loan Committee to rule on the request (4 months for international loans due to the authorisation required from the Ministry for Culture to remove items from the country).

BORROWER

Organisation

Name.....

Legal status.....

Company registration no.

Address

Tel. Fax..... Email.....

Correspondent

Last name.....

First name.....

Address

Tel. Fax..... Email.....

EXHIBITION

Title.....

Location: City.....

Venue.....

Date from to

PRESENTATION

Type of frame used:

Inner dimensions of frames:
Length: Height: cm

Type of glass display case used:

Inner dimensions:
Length: Height: Depth: cm

Other

SAFETY/SECURITY

Closing system:

Glass display cases:

Frames:

Other:

Security provided by:

Name

Address

Tel.

Email

Burglar alarm:

Lighting conditions and type:

Collections mounted by:

Collections dismounted by:

TRANSPORT

Presumed date of departure of items:

Presumed date of return of items:

Direct transport by the borrower:

(give the name of the person in charge of the physical transport and the transport mode used)

Professional transport:

(name and address of the transport company)

Tel.

Email

INSURANCE

Name of the insurer:

Address:

Tel.

Fax

Email

OBSERVATIONS