The Hopi Foundation
Hopi Historic Agricultural Photo Exhibit

LOAN AGREEMENT FORM

Loan Period: From _____ to _____

Venue Location: _____

Name of Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Will this exhibit be featured free to the general public? ☐ Yes ☐ No

Please describe how your organization will help to promote the photos for the general public

_____

_____

Please estimate the number of visitors you expect to view the exhibit. _____

Ages: ☐ 18 & under ☐ 19-54 ☐ 55 & older

Who will be responsible for transport of the works to/from the Hopi Foundation?

☐ My organization/staff person ☐ The Hopi Foundation ☐ Other: _____

Name: _____ Phone Number: _____

He/she has a valid driver license: ☐ Yes ☐ No

Who will be responsible for hanging and securing the work at the exhibit location?

☐ My organization/staff person ☐ The Hopi Foundation ☐ Other: _____

Please describe your plan for the exhibit and how you envision the photos to be displayed. Please attach a sketch or copy of your floor plan.

_____

_____

My organization will provide a refundable deposit of $300 during the loan period.* ☐ Yes ☐ No

**The deposit value is equal to insurance at fair market value. Please see the attached inventory list for more details.*

PAYMENT TYPE:	RECEIVED BY:	DATE:
☐ Cash ☐ Credit ☐ Check		

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LOAN CONDITIONS

1. I/my organization understand and agree that during the loan period this work may be photographed for the purpose of documenting an event by the media, general public or the hosting organization. The work(s) are not to be duplicated or reproduced in-like as a result of photography, photocopy or digital scanning.

2. I/my organization agree not to modify the photos or frames for any reason including accidental damage without the expressed consent from The Hopi Foundation.

3. I/my organization agree to keep all works on loan out of direct sunlight and moisture to preserve the quality of the images.

4. I/my organization agree to check for damage and/or theft on a daily or regular basis throughout the duration of the loan period.

5. If photos are stored temporarily at a different location other than the stated exhibit location, I/my organization agree to ensure that the photos are safe and secure from theft or damage (sun, moisture, or breakage).

6. I/my organization agree to provide The Hopi Foundation with a copy of the guest/visitor records collected for the purpose of tracking the number, age, gender and village of guests visiting the exhibit for reporting purposes.

7. I/my organization agree to provide The Hopi Foundation with two copies of printed fliers, public advertisements, and articles related to the exhibit.

8. I/my organization agree that the Hopi Historic Agricultural Photo Exhibit, and its contents in their entirety, remain within the exterior boundaries of the Hopi Reservation. Special occasion off-reservation requests will be reviewed by the Hopi Foundation.

9. Other: _____
   _____
   _____

LOAN AGREEMENT

I hereby agree that the above information is correct and that I understand and accept the conditions stated on the attached LOAN CONDITIONS document.

Requested by:

_____ _____

Site Representative Date

Authorized by:

_____ _____

The Hopi Foundation, Executive Director Date

The Hopi Foundation ◆ P. O. Box 301 ◆ Kykotsmovi, Arizona 86039 ◆ Ph: (928) 734-2380 ◆ Fax (928) 734-9520