

## Community Treasures Exhibition Application

Application answers and photos may be included in an attached document if more space is needed

Application Date:	
Individual or Group Exhibition:	
Primary Applicant Full Name:	

### Contact Information

Phone Number:	Email Address:				
Mailing Address	Building #	Street Name	City	Province	Postal Code

How did you learn about exhibiting through Community Treasures at the Museum of Surrey?

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### Proposal Details

Have you exhibited at the Museum of Surrey in the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

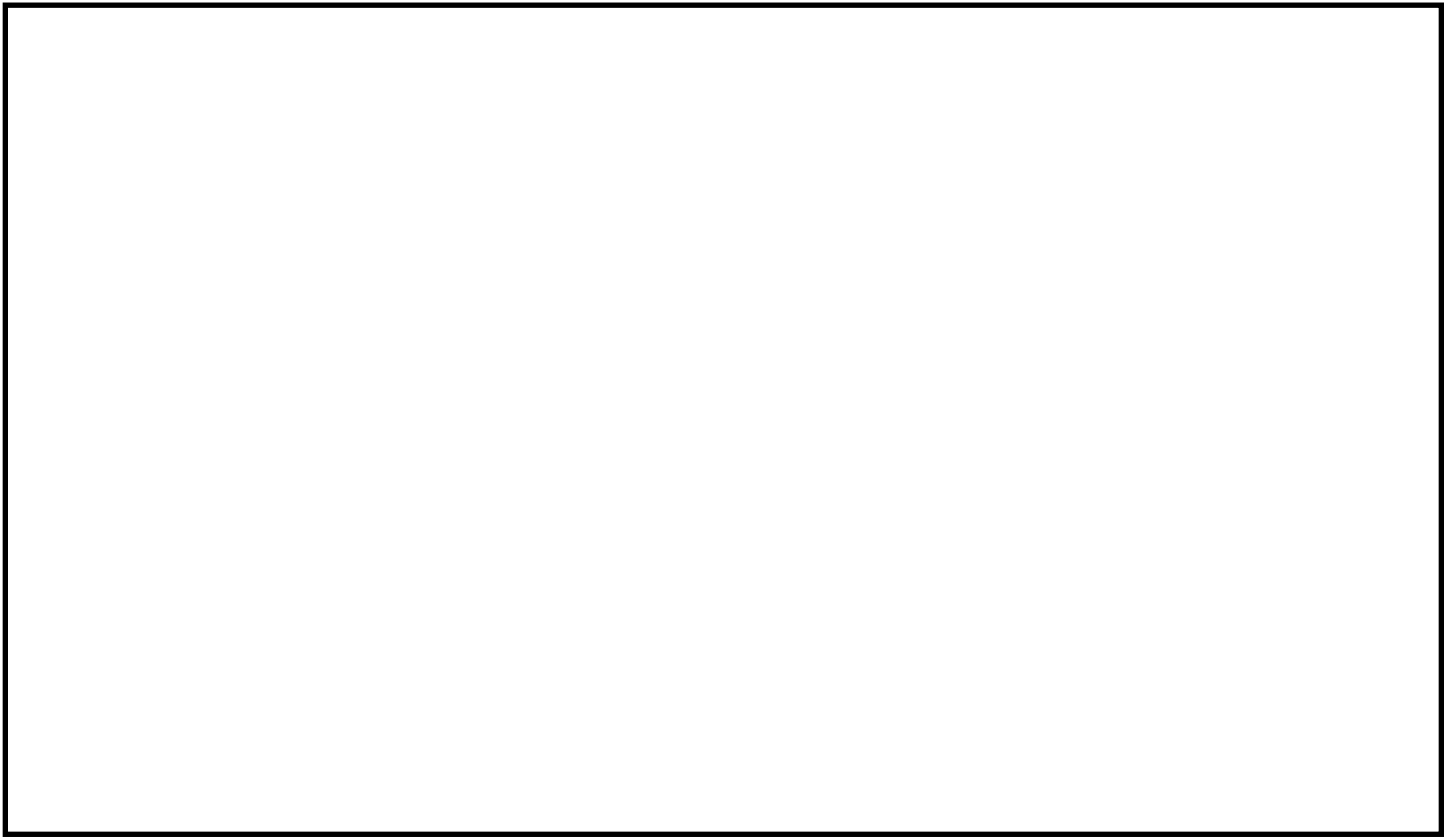
What will your Exhibit be about? (May be attached)

Describe what your exhibit is about. What kind of objects or images will you display?  
If you are part of a community group describe your group.

Is there a Surrey connection to the topic, objects, group, or someone involved?

Check the box to confirm you have read the Museum of Surrey Mission and Museum of Surrey Philosophy documents, and Exhibit Space document (attached).

How does the topic of your exhibit match the Museum of Surrey's mission and vision?



Please attach 2-10 photos of proposed exhibit content, or other documents that help the committee understand what your proposed exhibit will look like.

I confirm the enclosed information is true to the best of my knowledge. Should my proposal be selected for exhibit, I agree to allow the Organizers and Agents to use any of my images and information submitted for publicity and promotional purposes, which includes electronic, printed, and televised mediums, etc. I have read and agree to the terms and conditions for participation as attached.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## TERMS AND CONDITIONS

1. The Lender will inform the Museum of Surrey of a change of details, including but not limited to change of name or address.
2. The Museum shall hold responsibility and liability for the loaned materials during the time of the loan.
3. The Museum will inform the Lender of loss of object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Museum retains the right to review and edit exhibit texts and exhibit content to ensure it is aligned with Museum mission and values.
5. The Museum has the right to refuse objects/images for display if they are deemed inappropriate, unsafe, or to ensure the protection of the object/document.
6. The Museum will cover costs associated with the display of the item(s), including an exhibition labels and graphics.
7. The community group or individual leading the exhibition is responsible for providing print resolution digital copies or originals for scanning, of any images to be reproduced along with photo credit and caption information.
8. The Lender maintains the right to recall the object(s) from loan, particularly if the conditions of loan are not being met.
9. No financial compensation will be given for the display of the lent items. All reasonable out-of-pocket costs associated with the loan will be met by the Museum. Costs to set up the exhibit are covered by the Museum.
10. The Museum will provide reasonable access to the objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
11. Condition Reports for the objects on loan will be completed after transport to the Museum. Condition inspections may be undertaken by experienced staff or agents of the Museum of Surrey.
12. The Museum will ensure that the object(s) are maintained in a suitable condition for display. Surface cleaning, such as dusting may be carried out, but no repairs, conservation or extensive cleaning may be undertaken without the prior written permission of the Lender.
13. The object(s) will not be used, operated or worn without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Museum for exhibit purposes in accordance with commonly understood and accepted care and handling practice and procedures.

14. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Museum, including but not limited to copyright. The Museum will not lend the objects to any third party, or otherwise remove them from the specified loan venue except in an emergency. In the event of an emergency, the Lender will be notified at the earliest possible time.
15. Unpacking and installation will be undertaken by organizing group, unless assistance of experienced staff or agents of the Museum of Surrey has been requested and confirmed.
16. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Museum or other parties without the prior permission of the Lender. Photographs may be taken by the Museum for record keeping or promotional publicity purposes. Photographs may be taken by visitors for private study. Photographs may be taken for promotion and the reporting of news. Other restrictions may be added below.
17. The Lender consents to the processing of their personal details by the Museum of Surrey for the sole purpose of managing the loan object(s). Details and information will be kept confidential.
18. In the event of loss or damage to loaned items, after professional assessment and quotations, the Museum will compensate Lender for the repair or replacement of objects during the time the Museum had possession.
19. The Lender confirms that no object(s) are known or suspected to have been stolen, illegally imported, or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.
20. Displays will be removed 1 day after the end date of the exhibition and must be picked up from the museum within three weeks of the exhibit closing date.
21. Pick up address: Museum of Surrey, 17710 – 56A Avenue, Surrey, BC.