

Please check the condition of all exhibit materials as you open up the crates and begin to install the exhibit. Please leave your original form in this manual for the next venue to review as a reference. Please complete ALL FOUR (4) PAGES of this form within 48 hours of de-installing and packing the exhibit, and mail or fax a copy to:

Lisa Friedlander
 Exhibit Project Manager
 Minnesota Historical Society
 345 Kellogg Boulevard West
 St. Paul, MN 55102
 651-259-3052 (phone)
 651-297-8224 (fax)
 612-790-6428 (cell – urgent calls only please)
lisa.friedlander@mnhs.org

Name of Host Venue:			
Host Venue Address:			
Name & Title of Host Venue Contact Person:			
Signature of Host Venue Contact Person:			
Phone Number			
Date Exhibit Received:		Date ICRF Filled Out:	

EXHIBIT RECEIPT CHECKLIST				
ITEM RECEIVED (CIRCLE ONE)	ITEM CONDITION			
	Received	In Good Repair	Dirty	Damaged
CRATE – EMN 1 Hardware and interior banner	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – EMN 2 Retractable Graphics Cube 1	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – EMN 3 Interactives and Labels	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – EMN 4 Interactives and Labels	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – EMN 6 Crate-mounted Interactive Map	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – EMN A Loose pack exterior banner	Y – or – N	Y – or – N	Y – or – N	Y – or – N
Video Monitor Kiosk wrapped in blanket pads	Y – or – N	Y – or – N	Y – or – N	Y – or – N
Four (4) four-wheel furniture dollies	Y – or – N	Y – or – N	Y – or – N	Y – or – N
	Y – or – N	Y – or – N	Y – or – N	Y – or – N

ASSEMBLED EXHIBIT CHECKLIST					
ITEM RECEIVED (CIRCLE ONE)		ITEM CONDITION			
		In Good Repair	Dirty	Damaged	Parts Missing
1	"Now On View" loose pack single-sided Exterior Advertising Vinyl Banner	Y – or – N	Y – or – N	Y – or – N	Y – or – N
2	"Introduction" Interior Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
3	"Credits" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
4	"To the End of the Line" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
5	"It Makes Light w/o Gas or Flame" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
6	"Time and Space Die" Single-sided Retractable Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
7	"Retain Youthful Looks" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
8	"Electricity is No Longer A ..." Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
9	"Powerline Controversy 19.." Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
10	"Faraday's Experiment" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
11	"Generating Electricity" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
12	Table-top Interactive: <i>Push/Pull</i> electromagnetic interactive unit 1	Y – or – N	Y – or – N	Y – or – N	Y – or – N
13	Table-top Interactive: <i>Push/Pull</i> electromagnetic interactive unit 2	Y – or – N	Y – or – N	Y – or – N	Y – or – N
14	Table-top Interactive: <i>Spin</i> electromagnetic interactive unit 1	Y – or – N	Y – or – N	Y – or – N	Y – or – N
15	Table-top Interactive: <i>Spin</i> electromagnetic interactive unit 2	Y – or – N	Y – or – N	Y – or – N	Y – or – N
16	<i>Push/Pull</i> electro-magnetic graphic labels Two (2)	Y – or – N	Y – or – N	Y – or – N	Y – or – N

17	<i>Spin</i> electro-magnetic graphic labels Two (2)	Y – or – N	Y – or – N	Y – or – N	Y – or – N
18	<i>LED Map</i> electric distribution system push button interactive	Y – or – N	Y – or – N	Y – or – N	Y – or – N
19	Fabric Interior Ad Banner	Y – or – N	Y – or – N	Y – or – N	Y – or – N
20	Video Monitor/Kiosk unit	Y – or – N	Y – or – N	Y – or – N	Y – or – N
21	Visitor Comment Binder	Y – or – N	Y – or – N	Y – or – N	Y – or – N

ASSEMBLED EXHIBIT CHECKLIST (continued)	
COMMENTS UPON INSTALLATION OF EXHIBIT	