

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](mailto: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 SHIPPING CHECKLIST**

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



<b>ASSEMBLED EXHIBIT CHECKLIST</b>					
<b>ITEM RECEIVED (CIRCLE ONE)</b>		<b>ITEM CONDITION</b>			
		<b>In Good Repair</b>	<b>Dirty</b>	<b>Damaged</b>	<b>Parts Missing</b>
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	"Electric Generation in Minnesota" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
13	Table-top Interactive: <i>Push/Pull</i> electromagnetic interactive unit 1	Y – or – N	Y – or – N	Y – or – N	Y – or – N
14	Table-top Interactive: <i>Push/Pull</i> electromagnetic interactive unit 2	Y – or – N	Y – or – N	Y – or – N	Y – or – N
15	Table-top Interactive: <i>Spin</i> electromagnetic interactive unit 1	Y – or – N	Y – or – N	Y – or – N	Y – or – N
16	Table-top Interactive: <i>Spin</i> electromagnetic interactive unit 2	Y – or – N	Y – or – N	Y – or – N	Y – or – N

17	<i>Push/Pull</i> electro-magnetic graphic labels Two (2)	Y – or – N	Y – or – N	Y – or – N	Y – or – N
18	<i>Spin</i> electro-magnetic graphic labels Two (2)	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

<b>ASSEMBLED EXHIBIT CHECKLIST (continued)</b>	
<b>COMMENTS UPON DE- INSTALLATION OF EXHIBIT</b>	