

Please check the condition of all exhibit materials as you de-install and pack up the crates. 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 Sent Out:		Date OCRF Filled Out:	

ASSEMBLED EXHIBIT CHECKLIST					
ITEM RECEIVED (CIRCLE ONE)		ITEM CONDITION			
		In Good Repair	Dirty	Damaged	Parts Missing
1	"Now On View" Single-sided Exterior Advertising Vinyl Banner w/Grommets	Y – or – N	Y – or – N	Y – or – N	Y – or – N
2	"Now On View" Double-sided Interior Advertising Fabric Banner with pipe pockets	Y – or – N	Y – or – N	Y – or – N	Y – or – N
3	"Fur Trade in Minnesota" {Intro/Credit Panel} Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
4	"Beaver Pelts for Blankets" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
5	"At the Fur Post" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
6	"Try To Lift This Pack" Single-sided Retractable Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
7	"Ojibwe Artists" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
8	"All for a Hat" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
9	Table-top Touch Interactive: Fur Pelts (25) and American Indian trade goods (snowshoes, baskets, moccasins, handles)	Y – or – N	Y – or – N	Y – or – N	Y – or – N
10	Table-top Computer Interactive: "My First Year"	Y – or – N	Y – or – N	Y – or – N	Y – or – N
11	Lift the Bale Interactive Crate	Y – or – N	Y – or – N	Y – or – N	Y – or – N
12	Table-top Interactive: "Beadwork"	Y – or – N	Y – or – N	Y – or – N	Y – or – N
13	Table-top Media Interactive: "All for a Hat"	Y – or – N	Y – or – N	Y – or – N	Y – or – N
14	Tabletop Interactive "Hatmaking" graphics, hat blanks and fur Table-top Object and Case: Beaver Fur Top Hat and Traveling Case	Y – or – N	Y – or – N	Y – or – N	Y – or – N

15	Floor-stacked Cased Objects: European Trade Goods in Wooden Crates (5)	Y – or – N	Y – or – N	Y – or – N	Y – or – N
16	Floor sitting cased object: Rifle in wood crate	Y – or – N	Y – or – N	Y – or – N	Y – or – N

ASSEMBLED EXHIBIT CHECKLIST (continued)	
COMMENTS UPON DE- INSTALLATION OF EXHIBIT:	

EXHIBIT RECEIPT CHECKLIST				
ITEM RECEIVED (CIRCLE ONE)	ITEM CONDITION			
	Received	In Good Repair	Dirty	Damaged
CRATE – MNFT-A Hardware and Props	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-B Retractable Graphics Cube	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-C Computer Interactive “My First Year”	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-D Lift the Pack Interactive	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-E Media Interactive “All for a Hat”	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-F Snowshoes in cardboard box	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-G Beaver Hat Display Vitrine in blanket pad	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATE – MNFT-H Floor Sitting Rifle Display Crate	Y – or – N	Y – or – N	Y – or – N	Y – or – N
CRATEs – 18-27 Floor Standing Trade Goods Display Crates	Y – or – N	Y – or – N	Y – or – N	Y – or – N
Seven Folding Tables	Y – or – N	Y – or – N	Y – or – N	Y – or – N
Two (2) 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

