

Traveling Exhibits Program**OUTGOING CONDITION REPORT FORM
(OCRF)**

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 email or mail a copy to:

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

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|-----------------------------------------------|--|--------------------------|--|
| | | | |
| 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: | |
| | | | |

Place the hard copy in the red folder

| EXHIBIT SHIPPING CHECKLIST | | | | |
|------------------------------------------------------------------------------|----------------|----------------|------------|------------|
| ITEM RECEIVED (CIRCLE ONE) | ITEM CONDITION | | | |
| | Received | In Good Repair | Dirty | Damaged |
| CRATE – EMN 1 Manual, Hardware, Comment Binder, Red Reports Folder | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| CRATE – EMN 2 Retractable Graphics Cube | 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 |
| 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 |
| | | | | |

[illegible]

| ASSEMBLED EXHIBIT CHECKLIST | | | | | |
|-------------------------------|---------------------------------------------------------------------------|-------------------|------------|------------|------------------|
| ITEM RECEIVED (CIRCLE ONE) | | ITEM CONDITION | | | |
| | | In Good Repair | Dirty | Damaged | Parts Missing |
| 1 | "Introduction" Interior Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 2 | "Credits" Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 3 | "To the End of the Line" Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 4 | "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 |
| 5 | "Time and Space Die" Single-sided Retractable Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 6 | "Retain Youthful Looks" Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 7 | "Electricity is No Longer A ..." Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 8 | "Powerline Controversy 19.." Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 9 | "Faraday's Experiment" Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 10 | "Generating Electricity" Single-sided Retractable Graphic Panel | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 11 | "Electric Generation in Minnesota" 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 | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 13 | Table-top Interactive: <i>Spin</i> electromagnetic interactive unit | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 14 | <i>Push/Pull</i> electro-magnetic graphic label | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 15 | <i>Spin</i> electro-magnetic graphic label | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 16 | Video Monitor/Kiosk unit | Y – or – N | Y – or – N | Y – or – N | Y – or – N |
| 17 | Visitor Comment Binder | Y – or – N | Y – or – N | Y – or – N | Y – or – N |

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