

**Traveling Exhibits Program****INCOMING CONDITION REPORT FORM (ICRF)**

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. Scan and email, or mail a copy to:

Lisa Friedlander  
Exhibit Project Manager  
Minnesota Historical Society  
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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 RECEIPT CHECKLIST				
ITEM RECEIVED (CIRCLE ONE)	ITEM CONDITION			
	Received	In Good Repair	Dirty	Damaged
<b>CRATE – MNFT-A</b> Hardware and Props	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATE – MNFT-B</b> Retractable Graphics Cube	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATE – MNFT-C</b> Computer Interactive “My First Year”	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATE – MNFT-E</b> Media Interactive “All for a Hat”	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATE – MNFT-F</b> Snowshoes in cardboard box	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATE – MNFT-G</b> Beaver Hat Display Vitrine in Crate	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATE – MNFT-H</b> Floor Sitting Rifle Display Crate	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>CRATEs – 18-27</b> Floor Standing Trade Goods Display Crates	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>Seven Folding Tables</b> <b>OPTIONAL</b>	Y – or – N	Y – or – N	Y – or – N	Y – or – N
<b>Two (2) 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

[illegible]

ASSEMBLED EXHIBIT CHECKLIST					
ITEM RECEIVED (CIRCLE ONE)		ITEM CONDITION			
		In Good Repair	Dirty	Damaged	Parts Missing
1	"Fur Trade in Minnesota" {Intro/Credit Panel} Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
2	"Beaver Pelts for Blankets" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
3	"At the Fur Post" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
4	"Ojibwe Artists" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
5	"All for a Hat" Single-sided Retractable Graphic Panel	Y – or – N	Y – or – N	Y – or – N	Y – or – N
6	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
7	Table-top Computer Interactive: "My First Year"	Y – or – N	Y – or – N	Y – or – N	Y – or – N
8	Table-top Interactive: "Beadwork"	Y – or – N	Y – or – N	Y – or – N	Y – or – N
9	Table-top Media Interactive: "All for a Hat"	Y – or – N	Y – or – N	Y – or – N	Y – or – N
10	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
11	Floor-stacked Cased Objects: European Trade Goods in Wooden Crates (5)	Y – or – N	Y – or – N	Y – or – N	Y – or – N
12	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: EXHIBIT INSTALLATION	