

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. Scan 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 – 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 Sent Out:		Date OCRF Filled Out:	

Place the hard copy in the red folder

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 UPON DE- INSTALLATION OF EXHIBIT:	

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 blanket pad	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]