

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:	

<b>EXHIBIT RECEIPT CHECKLIST</b>				
<b>ITEM RECEIVED (CIRCLE ONE)</b>	<b>ITEM CONDITION</b>			
	<b>Received</b>	<b>In Good Repair</b>	<b>Dirty</b>	<b>Damaged</b>
<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-D</b> Lift the Pack Interactive	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>	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

**COMMENTS  
UPON RECEIPT  
OF EXHIBIT**

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<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" 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:	Y – or – N	Y – or – N	Y – or – N	Y – or – N

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

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