

RELEASE
Regarding Loan of Display Items

I am loaning the following item(s): *(list by name and brief description)*

to the Albuquerque Fiber Arts Council (AFAC) for use in a display at:

The Albuquerque Sunport (airport)

for the following approximate time frame of the display along with appropriate staging, set-up and take-down periods:

**Pickup/drop-off to AFAC coordinator approximately February 9, 2023,
Display March 1 – 31, 2-2022, at Sunport,
Until delivery back to lender or lender's guild's AFAC representative.**

I understand that, while taking all reasonable precautions to provide a secure setting for the display, AFAC cannot guarantee or ensure the safety of my item(s). I absolve and release AFAC of any liability for damage or loss to the items.

For displays and exhibits: Each guild or guild rep should provide entries in a sturdy box, preferably with a lid. The box should be Clearly labeled with guild name. Individual items should be packed inside the guild box in separate wrappings or packing. This way, the owners' wrapping and packing material stay with the box and can be returned. Also, any props not used can be stored in the guild box until the display is disassembled and items packed for return. Large soft items such as quilts and rugs should be in sturdy bags (again fully labeled by guild); individual items can be in separate bags or cases inside the guild box or bag. Any packaging not labeled may not be returned. All props such as dowels, stands, etc., should be clearly labeled w/ owner's name as they may be separated from the art object. *Every item* absolutely must have the owner's name and contact information; each item should have the guild name attached as well. Customized containers for odd shapes must be sturdy; able to opened and re-closed without the need to 'rebuild' or 'retape' the box to re-pack item for return.

Date: _____

(Signature)

(Print name)

(Mailing Address)

(contact information, e.g., phones, emails)

My guild is (provide full guild name, NOT abbreviations or initials):