

GENERAL CONDITIONS FOR BORROWING THE EXHIBITION

1. The borrower undertakes to return the materials *in perfectly clean condition and without any damage*. The panels must be returned in their correct order (i.e. exactly the same order as that which existed when they were borrowed).
2. **The ASBL REMEMBRANCE OF AUSCHWITZ** will be responsible for packing the *FOREX* panels, which are filed by subject in the *Flight-case* or the transport boxes. To make mounting and dismantling them easier, a “scenario” will be provided when they are borrowed. The “pdf scenario of the exhibition” lists all the *Forex* panels in their chronological order.
3. When the materials are borrowed, the borrower will sign a form setting out certain conditions and practical requirements. When the materials are returned, a quittance form will be signed.
4. As the exhibition consists of panels (photos and captions) to be fixed on supports (trolley grids) by means of Colson fasteners (not supplied by us), borrowers are encouraged to collect the materials a few days before the opening date of the exhibition.
5. *The borrower is solely responsible for* transporting the *Forex* panels and support grids. If the trolley grids (supports for the materials) are also to be transported, the borrower must be accompanied by *at least two and preferably three other people*.

**A VAN IS THE MOST SUITABLE VEHICLE FOR MOVING THESE GRIDS, WHICH MEASURE
1,20 M x 2 M EACH!!!**

The borrower must also provide covers to protect the grids. If he fails to do so, the **ASBL REMEMBRANCE OF AUSCHWITZ** will be obliged to refuse to hand them over.

6. Organizers are welcome to contact the person responsible for the exhibition, Georges Boschloos (Tel. +32 (0)2 512 79 98 – georges.boschloos@auschwitz.be) in the case of difficulties regarding the organization, mounting or dismantling of the exhibition.
7. On the opening day of the exhibition a member of the Auschwitz Foundation may be present to explain the work and activities of the **ASBL REMEMBRANCE OF AUSCHWITZ** to the public, **but only on request**.
8. All posters, invitations, prospectuses, articles, press releases and other materials concerning the exhibition must state that it has been
“conceived and realized by the ASBL REMEMBRANCE OF AUSCHWITZ”
Exhibition organizers undertake to provide us with a copy of these documents and copies of press articles, so that our Center is in a position to compile a complete file on each exhibition. If organizers use the logo of the **ASBL REMEMBRANCE OF AUSCHWITZ**, it must be stated that this is the ASBL’s logo, which is used with the ASBL’s permission. Organizers undertake to complete and return the brief report on their activities which they will be given after the materials have been returned and checked.
9. The exhibition may not be borrowed for *more than three months*.

FINANCIAL DATA – THERE IS NO CHARGE FOR BORROWING THE EXHIBITION

A guarantee of **EUR 100** is requested when the exhibition is borrowed. It will be refunded by bank transfer to the account number provided by the exhibition organizers, a few days after the materials have been returned.

The transfer will only be made after the materials have been fully checked, and on condition that the photos and captions are filed correctly and none are missing or have been damaged.

The guarantee is to be paid in cash, and not by transfer to the account of the ASBL REMEMBRANCE OF AUSCHWITZ!

HOW TO BORROW THE EXHIBITION

The materials may be reserved by means of a simple **written** request (by mail, fax or email) to the **ASBL REMEMBRANCE OF AUSCHWITZ**. The request must state:

- The precise dates of the exhibition
- The dates when the materials will be collected and returned, so they can be entered in the planning
- The opening date of the exhibition (a member of the Auschwitz Foundation will *only be present if so requested by the organizers*)
- The precise location of the exhibition
- Whether or not the panel supports will also be borrowed.

ASBL REMEMBRANCE OF AUSCHWITZ – Study and Documentation Center

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