**CONDITION REPORT  
FOR EXHIBITION LOANS**

|  |  |
| --- | --- |
| **EXHIBITION** | |
| EXHIBITION TITLE: |  |
| EXHIBITION VENUE: |  |
| EXHIBITION DATES: |  |

|  |  |
| --- | --- |
| **ARTWORK DESCRIPTION** | |
| INVENTORY NUMBER: | [INSERT SMALL IMAGE OF THE ARTWORK HERE] |
| ARTIST’S NAME: |
| FULL ARTWORK CAPTIONS:  [INSERT HERE ARTWORK TITLE, DATE, MEDIUM AND DIMENSIONS] |
| LENDER: | |

|  |
| --- |
| **CONSERVATION MEASURES (AS PER LOAN AGREEMENT)** |
| [ADD HERE TEMPERATURE, HUMIDITY, LIGHT AND OTHER REQUIREMENTS] |

|  |  |
| --- | --- |
| **ACCESSORIES / EQUIPMENT** | |
| FRAME: | □ Yes □ No  If yes, describe (material, style, dimensions): |
| GLAZING / VITRINE: | □ Yes □ No  If yes, type of glazing:  □ Museum glass (anti-reflex, anti-UV)  □ Anti-reflex glass  □ Acrylic glass |
| PEDESTAL: | □ Yes □ No  If yes, describe (material, dimensions): |
| OTHERS: | [DESCRIBE HERE ANY ADDITIONAL ACCESSORY RECEIVED – E.G. CABLES, SPECIAL INSTALLATION TOOLS, ANCHORS] |

|  |  |
| --- | --- |
| **PACKING & SHIPMENT** | |
| TYPE OF PACKAGING | □ Crate □ T-frame □ Shadow box  □ Cardboard box □ Bubblewrap □ Tyvek □ Pallet  □ Other: |
| SHIPPING COMPANY: |  |
| COURIER: | □ Yes, in person incl. transit  □ Yes, for installation only  □ Bookend courier  □ Virtual courier  □ No |

|  |
| --- |
| **CONDITION NOTES** |
| **CONDITION OF THE ARTWORK** |
|  |
| **CONDITION OF THE ACCESSORIES / EQUIPMENT** |
|  |
| **CONDITION OF THE PACKAGING** |
|  |
| **ADDITIONAL NOTES** |
|  |

CONDITION REPORT PREPARED BY: [INSERT NAME OF CONSERVATOR]

LOCATION, DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments: Map of the artwork, images

**TO COMPLETE UPON ARRIVAL & INSTALLATION AT THE EXHIBITION VENUE**

□ No visible changes to the artwork condition

□ Changes were noted in the artwork condition

|  |
| --- |
| **DESCRIPTION OF CHANGES TO THE ARTWORK** |
|  |

ARTWORK CHECKED BY: [INSERT NAME OF CONSERVATOR]

LOCATION, DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO COMPLETE AT THE END OF THE EXHIBITION**

□ No visible changes to the artwork condition

□ Changes were noted in the artwork condition

|  |
| --- |
| **DESCRIPTION OF CHANGES TO THE ARTWORK** |
|  |

ARTWORK CHECKED BY: [INSERT NAME OF CONSERVATOR]

LOCATION, DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_