

GENERAL LOAN TERMS

1. CONSERVATION GUIDELINES

- MAMCO defines the guidelines for the transportation, handling, and display of the artworks of its collection. MAMCO can request specific information about the security of the exhibition space and must, in all cases, receive a "Facility Report" from the borrower.
- The borrower agrees to cover the round-trip "Fine Art" transportation expenses, according to MAMCO's guidelines.
- The works must be unpacked and put in place under a curator's supervision.
- MAMCO defines all necessary conservation conditions (distancing, temperature, R.H., U.V.) and the borrower agrees to apply them.

2. EXPENSES

- The administrative fees for the loan of an artwork are fixed at 250 CHF. The borrower agrees to pay these expenses within 30 days after presentation of an invoice, drawn up on signature of the loan contract.
- The borrower agrees to cover any possible conditioning expenses, at a rate of 100% for temporary ones and 50 % for re-usable ones, according to the indications provided by MAMCO.
- Some loans need to be convoyed by someone belonging to MAMCO's conservation team. In this case, the borrower covers any expenses for travel, accommodation, and a per diem (100 CHF for each full day). If there is no convoying, the borrower understands that, on returning the artwork, the transporter must include in its delivery offer the opening and closing of the crate to allow for a condition report on return.
- The borrower agrees to pay any possible preparatory expenses: a condition report, adaptation for an exhibition, photographs for reproduction, elaboration of a specification sheet, etc.
- The borrower will take out a "nail to nail" insurance policy with XL Catlin, MAMCO's insurer.

3. ARCHIVING AND COMMUNICATION

- The borrower will provide MAMCO with views of the artwork as displayed, free of charge for the museum's use, as well as 2 courtesy copies of any printed material concerning the exhibition.
- The borrower will provide MAMCO with the URL of the exhibition on its own website to be shared on MAMCO's site.
- The borrower agrees to respect the indications provided by MAMCO in the loan form concerning any form of communication about the artwork and agrees to see to it that third parties also respect them.

INSCRIPTION OF THE LOAN REQUEST

Please sign this document and send it to us by post or via email (j.fronsacq@mamco.ch) so that your request can be taken into consideration as rapidly as possible.

I, as undersigned, declare that I have understood these conditions and agree to respect them.

Surname, Forename

Institution

Date, place