

GENERAL CONDITIONS OF LOAN

1. The applicant is requested to complete the information form and to deliver all required information. After receipt the applicant will be informed whether the loan is agreed upon or not as soon as possible.
The decision on granting a loan is subject to the circumstances of the applying institution and the availability, condition and suitability of the object.
2. The borrower is asked to meet the costs of the loan:
 - 2.1. Conservation / restoration:
the borrower is immediately notified if an object requires conservation or restoration before display. The type and cost of the treatment will be determined by the lender; the costs are borne by the borrower.
 - 2.2. Insurance:
the borrower provides Nail to Nail, Agreed Value and All Risks insurance for the total duration of the loan. The borrower is responsible for any loss or damage incurred during the period of the loan agreement.
 - 2.3. Packing and transportation:
the borrower ensures the packing and transportation of the objects by a specialized firm approved by the lender. If the loan necessitates the presence of a courier these costs are borne by the borrower. The lender arranges the details concerning packing, transportation and courier with the borrower.
3. The lender charges an administration fee of minimum 250,00 euro per loan agreement, to cover the expenses of administration and condition reports. The exact sum depends on the number of objects and the handling time involved, and will be communicated to the borrower beforehand. The borrower will receive an invoice for the fee.
4. The borrower is bound to take care of the objects. He is responsible for optimal environmental and safe exhibition conditions. Standard conditions are a stable temperature of 18°C - 20°C ($\pm 5^{\circ}\text{C}$), a relative humidity of 55% ($\pm 10\%$) and a limited amount of UV light and direct sunlight. Any specific exhibition conditions will be forwarded to the borrower in just time.
5. The borrower is not permitted to manipulate, treat or clean the objects without prior written consultation with the lender. In case of loss, damage or any alteration the lender should be informed in writing without delay.

6. The borrower includes the credit line "Collection Design museum Gent" in the exhibition and every related publication, unless otherwise stated in the loan agreement.
7. The borrower provides the lender with 2 copies of every related publication.
8. The borrower provides the lender with photographic material of the objects on display.
9. The borrower can request digital images of the loan. The request should be addressed well in advance to the Collection department. The borrower is responsible for clearing the copyrights.