

# Condition Reporting New Harmonies

## Summary Reports

Although we have compiled the Condition Report Notebook so that you can conduct your condition report inspection after the exhibition units are assembled, we do ask that you look carefully at each panel, connector, header, banner, and 3-D object as you unpack them so that you may readily complete the Summary Report.

Within 48 hours of unpacking, please complete the SUMMARY REPORT found near the back of the Condition Report notebook and send it to SITES as indicated.

If you notice any major damage to the exhibition or crates, please call SITES at once, and let us know what the damage is and how you think it might have occurred.

## Incoming Condition Reports

Once the exhibition is assembled and before it opens to the public, please take time to conduct a thorough condition report of the exhibition.

The condition report notebook, which travels in crate 13, is divided by exhibition section (Introduction – Preserving Roots Music). Please begin with the front 'side' and proceed around the section using the enclosed drawings of each side as a reference.

If there are permanent changes in condition, please note them individually on the cumulative report pages of the condition report book. Smudges, fingerprints, and other marks which you are able to clean with a cloth dampened with water, need not be recorded.

**Cleaning:** Please use water on a soft, lint-free cloth, such as an old, clean diaper or T-shirt and gently rub marks. Spray water on the cloth, not directly on the panels. Do not scour with a brush or other harsh materials, use only a soft cloth. Do NOT use any cleaning chemicals or abrasives. Plexi panels or cases may be cleaned with a plastic cleaner such as "Brillianize". Do NOT use Windex or other glass cleaners on plexi.

Permanent marks, scratches, dents, etc. should be noted ONCE, but not repeatedly noted by each subsequent exhibitor, i.e. if you see something unusual, please check to see if it has also been mentioned. If it has, please do not repeat it.

Please be sure that the person conducting the inspection enters his/her name and the date on which the inspection is done.

## General Condition Check

A general check of the exhibition should be done periodically – daily if possible – just to make sure everything is okay and so that any marks, smudges, etc. that have appeared can be removed immediately. We have found that visitors are more respectful of a clean and orderly exhibition; once one mark appears that is not cleaned off, others often follow. It is our joint responsibility to present each venue with as pristine an exhibition as possible. If major damage appears during the course of the exhibition, please call SITES immediately.

### **Outgoing Condition Reports**

As an exhibitor, you are also charged with the responsibility of conducting an outgoing condition check, and cleaning if necessary, before you disassemble and pack the exhibition. As before, the person conducting the inspection must enter his/her name and the date on which the inspection is done.

Please call SITES immediately if you find major, previously unreported damage.

Finally, we are very interested in receiving from you any additional comments, problems you encountered, and/or suggestions to improve the installation and packing of the exhibition.