

Museum on Main Street

CONDITION REPORTING

Key Ingredients

Condition reports are prepared to protect and guide exhibitors and SITES by providing basic documentation on the state of an exhibition as well as guidance for its appropriate handling. Exhibitors have the responsibility to prove they are not negligent in handling the exhibitions they borrow.

The quality and professionalism of condition reports are important because they provide the paper trail of the condition of exhibitions as they are handled, shipped, stored and exhibited. Condition reports are an important element in managing SITES' liability with traveling exhibitions and must be completed every time an exhibition moves. More frequent insurance claims lead to higher insurance rates, so we do everything we can to lessen the need for claims.

SITES' liability is also diminished by providing checklists, packing, installation and repacking instructions, all of which are to be used by exhibitors as they process exhibitions to confirm that all elements are present and in stable condition.

Cumulative condition reports completed by exhibitors are used by SITES to monitor the condition of an exhibition throughout its tour. As a collections management tool, cumulative condition reports provide an invaluable record for SITES of the success, or failure, of our handling, packing, and exhibition techniques.

Summary and damage reports alert us to inherent and/or recurring problems, inappropriate materials, mounts or cases, poor packing, damaged crates, etc. When damage is consistently reported following our exhibitions in one location, it alerts SITES to the need to talk with staff there to see how we can help to improve their performance.

Failure to do a condition report/check can have serious consequences, not only for the safety of an exhibition in transit but also for the facility shipping the exhibition, should damage occur. Condition reporting is a form of insurance that gives protection not offered by any underwriter.

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 is opened to the public, please take the time to conduct a thorough condition report of the exhibition.

The condition report notebook, which travels in the crate with the Star stamped on it, is divided by exhibition section (Introduction – Home Cooking). 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 Notebook. Smudges, fingerprints, and other marks that 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.

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 been mentioned before. If it has, please do not repeat it.

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

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.