



Exhibit Inventory and Condition Report

Please photocopy and return a completed Exhibit Inventory and Condition Report to HOP. Keep the original copy of the reports in the manual for the next user.

You will also find the Inventory and Condition Report and other forms concerning this exhibit on the HOP website at <http://hopsd.org/exhibits/gofigure/>.

Immediately upon unpacking/packing the exhibit, please complete this form noting the condition, especially any damage or wear. Promptly return the completed exhibit inventory and condition report to HOP as soon as possible. This is important in order to prevent your organization from being held responsible for missing or damaged items.

Please inspect the exhibit and contact the SD Discovery Center if something is missing or severely damaged. If possible, please provide a picture of the damage. If repairs are needed, please contact us with the nature of the problem and whether you think you can undertake the repair yourself or if it needs the attention of our exhibit maintenance staff. We will make every effort to help you have a functioning, quality exhibit for your community!

Please return form to:

HOP Program
SD Discovery Center
805 W Sioux Ave.
Pierre, SD 57501
605-224-2865 (fax)

Complete and Return this form both upon receiving and sending out exhibit.

Name:

Location:

Date:

This is (circle one): Incoming Report

Outgoing Report

Exhibit Inventory and Condition

Item	Condition & Comments
Entry Piece - Brochures & brochure holder	
Arthur's Pet Business - 2 x 31 calendar tiles	
The Doorbell Rang - 90 wooden cookies	
Quilt - 2 sets of pattern blocks, 25 ea. plus boxes	
Frog & Toad - 99 colored buttons	
Goldilocks - 4 magnetic shapes	
Trailer	
Screws for hinges	
Anything else to note?	