

**LOAN REQUEST FORM FOR EXHIBITION**

Loan case no. **2015** .....

Case managed by:  
Elisabeth Ballet-Dadouche, Assistant Director  
Tel (33) 1 42 79 24 34  
Fax (33) 1 42 79 24 00  
**Email:** [marie-elisabeth.ballet-dadouche@laposte.fr](mailto:marie-elisabeth.ballet-dadouche@laposte.fr)

**INTRODUCTION**

Requests for loans of collection items from L'Adresse Musée de La Poste must meet the conservation, exposure and safety requirements in force in the museums.  
A loan request must be made **at least three months** before the departure of the requested collection items; this notice period is required in order for the Loan Committee to rule on the request (**4 months** for international loans due to the authorisation required from the Ministry for Culture to remove items from the country).

**BORROWER**

Organisation

Name.....  
Legal status.....  
Company registration no. ....  
Address .....

Tel.....	Email.....
----------	------------

Correspondent

Last name.....  
First name.....  
Address .....

Tel. ....	Email.....
-----------	------------

**EXHIBITION**

Title.....  
Location: City.....  
Venue.....  
Date from ..... to .....

**PRESENTATION**

Type of frame used:

Inner dimensions of frames:

Length: Height: cm

Type of glass display case used:

Inner dimensions:

Length: Height: Depth: cm

Other

**SAFETY/SECURITY**

Closing system:

Glass display cases:

Frames:

Other:

Security provided by:

Name

Address

Tel. .... Email

Burglar alarm:

Lighting conditions and type:

Collections mounted by:

Collections dismantled by:

**TRANSPORT**

Presumed date of departure of items:

Presumed date of return of items:

Direct transport by the borrower:

*(give the name of the person in charge of the physical transport and the transport mode used)*

Professional transport:

*(name and address of the transport company)*

Tel. .... Email

Packing:

**INSURANCE**

Name of the insurer:

Address:

Tel. .... Email

**OBSERVATIONS**