

Notable Trees of Tennessee

Touring Policy

Tennessee Urban Forestry Council Contact
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6820 Cloudland Drive, Nashville, TN 37205

The following points are intended to help protect our mobile exhibit and extend its livelihood. By reading and agreeing with this document, you are accepting responsibility for its care while it is in your possession.

Packaging

- All panels are to be transported in their original packaging.
- All original packing material must remain with the boxes; any pieces in need of replacement must be reported to your TUFC contact person.
- You will be required to store the packaging and boxes while the exhibit is at your site. The materials are to be kept indoors in a dry, clean place at all times.
- All panels will be repacked according to the enclosed instructions.

Damage

- All panels are to be checked over for damage upon arrival at your site; any damages must be reported within 24 hours or you will assume responsibility for those damages.
- Damages that occur while the exhibit is in your possession must be reported immediately.
- You will be expected to pay for any damages to the exhibit while it is in your possession.

Exhibit display

- Personnel at your site will be responsible for hanging and taking down the exhibit.
- All of the panels have metal hangers and line; we will provide extra hangers and line to cover damaged or missing pieces.
- No other hardware for hanging is to be used other than what we provide. If you wish to display the exhibit on easels, you must provide the easels, and no additional hardware may be added to the panels to attach them to the easels.
- If extra measures are required to help secure any panels, a non-staining, non-permanent poster putty may be applied to the back. All putty must be removed before repacking the exhibit.

Care and cleaning

- **No cleaning chemicals are to be applied to any panel at any time.**
- Smudges and/or dust can be removed with a soft cloth, lightly dampened with water if necessary, and then wiped dry.
- Any material that cannot be easily removed in this manner must be reported to your TUFC contact person immediately.

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Packing Instructions

Unpacking

1. With the correct side of the box facing up, remove all of the screws that have circles around them and lift off the top wooden panel.
2. A bag can be found at the top of the box to store all of the screws in; this bag of screws is to be kept with the box while it is being stored on your site.
3. Remove the top foam board and one of the vertical foam boards lining the sides of the box.
4. Remove panels one at a time, setting aside all foam sheets. Note that photos are packed back to back with a foam sheet between the faces of the pictures. In one of the boxes, you will find the informational panel secured within a piece of foam board; this will be packed at the top of the box.
5. Carefully remove all panels, checking for damage and missing hardware. Count to make sure that all panels are present. Report any damages or missing pieces to your TUFC contact person within 24hrs.
6. Place all foam sheets, foam boards and screws back inside of the box for storage.
7. Repeat all steps with the second box.

Packing

1. Repacking the exhibit should be done by reversing the unpacking order – we recommend that the same personnel who unpacked should repack the posters.
2. Photo panels are to be laid back to back – **make sure the metal hangers are unfolded and laying flat.**
3. Foam sheets are to be placed between the pictures faces.

Location _____

Address _____

Contact _____ Title _____

Phone (____) _____ Phone (____) _____

E-Mail _____

Set-Up Date _____ Take Down Date _____

Host Signature _____ Title _____

Date _____

TUFC Signature _____ Title _____

Date _____