Date:

 Month Day Year



5700 Wilshire Boulevard, Suite 100, Los Angeles, California, 90036

Tel: (323)-761-7510 / Fax: (323)-761-7517

**Rental Exhibition Application Form**

Circle the item(s) you would like to borrow

1.　Japanese Toys

 　　Traditional Toys / Wooden Toys / Edo and Bamboo Toys / New Year Toys

2.　The World Heritage in Japan Photo Panels

 3.　Japan in a Box

* Organization Name:
* Authorized Official’s Name:
* Contact Name:
* Address:

* Phone Number:
* Fax Number:
* Email Address:
* UPS/ FedEx Account Number:
* Purpose of Exhibition:

* Estimated Audience Size :
* Requested Exhibition Dates: 1st choice

 2nd choice

 3rd choice

* Do you need some photos in advance for publicity? Yes / No

**Terms & Conditions for use of Japan Foundation rental items**

1. All items are to be used solely for educational and/or non-commercial purposes.

2. The renter institution is responsible for submitting two damage reports to the Japan Foundation.

3. Each item is to be returned in its original condition. Any damages to, and/or loss of the item(s) during the rental period (from their arrival at the institution until their departure from the institution) will be compensated by the institution or insurance company of the institution’s choice.

4. The institution shall bear all shipping-related costs of the item(s) to and from the designated address of the Japan Foundation, Los Angeles.

5. Should the institution choose to insure the rented items, the institution shall bear all insurance-related costs.

6. When insuring the items for shipping, the Japan Foundation, Los Angeles will determine the value of the items being shipped.

7. In the case any damages caused to the item(s) and/or loss of the item(s) during shipping, the institution is responsible for contacting the shipping company.

8. The institution must notify the Japan Foundation, Los Angeles of the tracking number for the shipment.

9. The institution is required to submit a final report to the Japan Foundation, Los Angeles after the conclusion of the exhibition along with some photos.

10. Duplication of the item(s) is strictly prohibited.

11. Television broadcasting of these materials is strictly prohibited without the prior consent of the Japan Foundation, Los Angeles.

12. The institution shall give credit to the Japan Foundation for the loan in the program and/or printed materials. Any printed material(s) must be submitted in advance to the Japan Foundation, Los Angeles.

I hereby agree to use the aforementioned item(s) in accordance with the above Terms and Conditions.

Authorized Official’s Name (please print)

Signature Date