**The Japan Foundation, Budapest Traveling Exhibitions**

**Terms and Conditions of Rental**

By signing the rental application, the applicant declares to have read the following information and to agree to the following conditions:

* Travelling exhibitions may be loaned by non-profit institutions for exhibition purposes only. (It may not be loaned as decoration. The exhibition – even if part of an event – should be a program in its own right and it should be of a non-profit nature. It is not allowed to use the exhibits for religious and political purposes.)
* The purpose of lending the traveling exhibitions is to promote and popularize Japanese culture.
* The maximum duration of the exhibition period is 1 month.
* The loan of exhibits is free of charge, but the Borrower is responsible for the transport to and from the venue.
* The Borrower will be notified in an official letter about the acceptance of the rental request.
* The Borrower shall report to, and obtain approval from JFBP in the event of change of the exhibition in advance. The Borrower shall report to JFBP in the event of discontinuation or cancellation of the exhibition, or if it has become difficult to organize the exhibition.
* In using the exhibit, the Borrower must not act in violation of the laws and regulations of the Borrower’s country.
* The Borrower is fully responsible for the exhibition and the security of the exhibits which costs should be covered by the Borrower.
* Larger exhibition sets are stored in an external storage, the address of which will be disclosed to the lending party once details of the rental transfer are discussed and finalized.
* The desired date of removal and return will be discussed with the Storage by JFBP’s staff, and finalized with the Borrower upon approval of the Storage.
* JFBP’s staff shall be present when exhibition sets are handed over or returned, to check the stock before handing them over or taking them back.
* At the time of removal and return, a release/return form should be filled in, which shall be signed by the person transporting the exhibitions.
* JFBP also provides a checklist with the exhibits, which must be checked by the Borrower each day during the loan period.
* Exhibition sets can only be loaned in their entirety; it is not possible to lend out only certain items. (In the case of Japanese doll sets, individual sets may be borrowed separately.)
* The bigger exhibits are stored in wooden crates. The size of the truck needed for transport will depend on which exhibitions are borrowed.
* After the rental, the Borrower must submit a report on the exhibition within two weeks of completion of the exhibition, for which a form will be sent by JFBP’s staff together with other documents.
* The Borrower is also required to place the questionnaire sent by JFBP in the exhibition space, and to ask the visitors to fill in the questionnaires. Those shall be sent to JFBP’s Office with the report after the end of the exhibition.
* The logo and name of The Japan Foundation must be displayed on any promotion or advertising material for the exhibition. (The logo will be sent by JFBP’s staff with the other documents.)
* The Borrower is responsible for the safety of the exhibits from the moment of taking them over for transport until the moment of returning them. During the period of rental, the Borrower is obliged to handle and store the objects as specified in the description of the exhibition sets and to take all reasonable steps to prevent visitors from damaging the exhibits.
* JFBP is to be notified immediately if anything unusual, such as grime, stains, damage, and/or warping, is found on the exhibits.
* JFBP takes a strict view of the administrative obligations associated with the rental. Failing these obligations, the Borrower will forfeit any future loan or grant opportunities.
* Details of the exhibition using JFBP’s Travelling exhibitions (e.g. name of the applicant and project description) may be made public in the Detailed Annual Report of The Japan Foundation Activities, The Japan Foundation Newsletter, on The Japan Foundation’s website and in other public relations material.