

Exhibitor:

Name: Phone:

Full Address:

Street City State

Exhibit Information:

Title: Location:

Exhibit Dates: Hours Exhibit Open:

Art Work Identification:

Title:

Was this item for sale? Yes No

Attach a Copy of Insurance Documentation if University-Owned

Description of Loss:

Date of Loss: Hour: AM PM

How was item secured in exhibit?

If stolen, to which enforcement agency was this reported?

When?

Full Description of Loss:
(If stolen, also state the time and place item was last seen before discovered missing)

Attach a Copy of Police Report for Vandalism or Theft

General Information:

Provide proof of awards, prizes or previous sales the artist has received to substantiate value of item lost:

Signatures:

Exhibitor (if available)

Exhibit Director

Date of Report: Signature: _____ Department: