



# War Memorial Center

750 North Lincoln Memorial Drive ~ Milwaukee, Wisconsin 53202

Phone: 414-273-5533 ~ [www.warmemorialcenter.org](http://www.warmemorialcenter.org)

## DECORATING OUR HEROES

Thank you for your interest in the War Memorial Center's Decorating our Heroes traveling exhibit. Review the information and complete the loan agreement.



The Decorating Our Heroes traveling exhibit introduces visitors to the meaning and symbolism behind the various awards earned by soldiers to include: the Silver Star, Navy Cross, Bronze Medal, Medal of Honor, and others.

## Hosting information and requirements

- The exhibit contains 6 retractable banners, each measuring 24" wide x 81" tall.
- The borrower is responsible for setting up, taking down and transporting the exhibit.
- Each banner case is marked with the photo of the banner and banners must be returned to the correct case.
- The signature of the person representing themselves, or an organization, will be held responsible for any damage to the exhibit, beginning at \$200 per banner, up to the total cost of \$6,400.00.
- Banners may only be displayed indoors, in areas protected from wind, water and direct sun.
- The borrower is not required to display all the banners if there are space restrictions, but the borrower must store the banners not used in a secure space.
- The title/overview banner must be displayed with the rest of the exhibit.
- No markings, labels, adhesives or other materials may be put on the banners.
- Hosts are asked to submit an estimate of the total number of people who saw this exhibit - taking into account daily exhibit totals and for any events connected to the exhibit.
  - Note: This information counts toward our total education impact, which can help us attract the support we need to continue to provide this type of programming free of charge. Please take photos of the exhibit in your space and share them with [programs@warmemorialcenter.org](mailto:programs@warmemorialcenter.org).

## Pick up/drop off the banners

- The borrower is responsible for the pickup and drop off of the banners at the War Memorial Center, 750 N. Lincoln Memorial Dr., Milwaukee, WI 53202.
- The banners roll down, and the poles break down that fit into a traveling case. These cases fit easily into a back seat or trunk.
  - The War Memorial Center can provide a cart when you are here to load/unload.
- Email [programs@warmemorialcenter.org](mailto:programs@warmemorialcenter.org) to arrange a time along with the information on the agreement, last page.

## Exhibit set-up

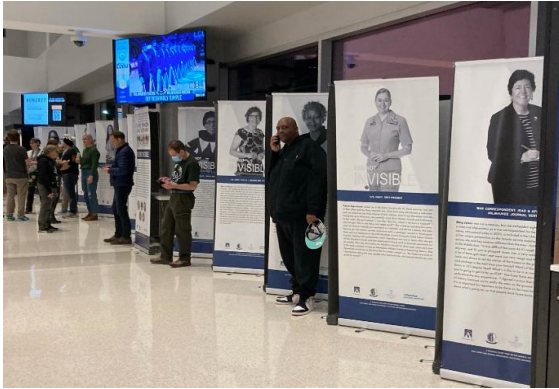
- Remove banner from case. Turn the metal foot on the bottom so it is perpendicular to the base.
- Remove the poles from the bottom of the base and assemble.
- The banners may be arranged in a variety of configurations - see next page.

## Take-down instructions

- Push the pole up so it comes out of the hole in the base.
- Gently guide the banner so it rolls into the base and take the pole out of the top of the banner.
- Take the pole out of the hole at the bottom and break the pole down.
- Fold the metal foot in.
- Place pole in the slot at the bottom of the base.
- Put the banner back into the correct case (the banner image should match the image on the case).

## EXHIBIT LAYOUT IDEAS FROM OTHER TRAVELING EXHIBITS

(TIP: Store the cases behind the banner to save time when you pack them up!)



Fiserv Forum



War Memorial Center

### Education

We hope you will take advantage of other War Memorial Center educational opportunities:

1. Plan a visit to the War Memorial Center
2. Free downloadable [lesson plans](#) as supplemental resources in accordance with WI DPI standards  
The lesson plan “[Decorating Our Heroes](#)” is available for download via the WMC website. This is a collection of short, informational texts, introducing students, teachers, and the community, to the Wisconsin Veterans who earned these various awards. Other lesson plans include:
  - [The Medal of Honor](#)
  - [Above and Beyond, Gary G. Wetzel, MOH recipient](#)
  - [A Life of Valor: Captain Lance P. Sijan](#)
3. [Service Experience Day](#)
4. Veteran appearances
5. Other traveling exhibits:
  - [Lest We Forget](#)- This exhibit with lesson plan focuses on the history, background, and meaning behind the letters POW/MIA.
  - [I Am Not Invisible](#)- This exhibit with lesson plan is a collection of short, informational texts about local, female veterans and current military personnel from the six branches of service.
  - [Medal of Honor](#)-This exhibit with lesson plan honors the [64 Wisconsin Soldiers](#) who earned the Medal of Honor.

### Marketing

- If your exhibit will be open to the public, consider using social media, website, press releases, and notify the media to help reach more people.
- Preferred language on your website, social media, articles or press releases:
  - *The Decorating our Heroes traveling exhibit is on loan from the War Memorial Center and sponsored by Generac. For more information email [programs@warmemorialcenter.org](mailto:programs@warmemorialcenter.org) or call 414-982-6630.*

# DECORATING OUR HEROES LOAN AGREEMENT

Name of School/Organization: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date/time you will pick up the MOH banners from the War Memorial Center:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dates the exhibit will be on display: From: \_\_\_\_\_ To: \_\_\_\_\_

Date/time you will return the MOH banners to the War Memorial Center:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will the exhibit be open to the public? \_\_\_\_\_

Approximately how many people will see the exhibit? \_\_\_\_\_

Is there an admission fee? \_\_\_\_\_

If so, what does the admission fee support? \_\_\_\_\_

By signing and providing the information below, I attest that I have the authority to enter into this agreement and I understand and agree to the terms and conditions of this rental agreement including that I/my organization is responsible for any damage to the DOH exhibit, beginning at \$200 per banner, up to the total cost of \$6,400.00. There is "NO" cost to host this exhibit. The credit card will only be billed if there is identified and confirmed damage or loss for any of the traveling banners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
CVV

