War Memorial Center

750 North Lincoln Memorial Drive ~ Milwaukee, Wisconsin 53202
Phone: 414-273-5533 ~ www.warmemorialcenter.org

# LEST WE FORGET

Thank you for your interest in the War Memorial Center's Medal of Honor traveling exhibit. Review the information and complete the loan agreement.

Freedom does not come free. No one knows better what it is like to have that freedom suddenly snatched away than those individuals who, in the process of serving their country, have found themselves prisoners of war or missing in action. It is an experience neither asked for nor desired. Still, there is a common bond that is shared by all. Visitors will be introduced to their stories and learn more about the history and meaning behind the letters POW/MIA.

## 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.

## 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 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!)

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## 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 "Wisconsin POW/MIA" is available for download via the WMC website. This lesson will help introduce the history, background, and meaning behind the letters POW/MIA. This lesson will introduce Milwaukee names like Carl Zeidler, Joe Demler, Marcia Gates, Gary Ray Ducharme, and more to share their stories and the effects it had on them, their families, and the community. Other resources that apply for the LWF traveling exhibit include:
      A Life of Valor: Captain Lance P. Sijan
      LEST WE FORGET | REMEMBERING WISCONSIN'S POW MIA (powmiawi.wpenginepowered.com)
3. Service Experience Day
4. Veteran appearances
5. Other traveling exhibits:
    - Medal of Honor-This exhibit with lesson plan honors the 64 Wisconsin Soldiers who earned the Medal of Honor.
    - 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.
    - Decorating our Heroes- This exhibit with lesson plan introduces 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.

## 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 Lest We Forget traveling exhibit is on loan from the War Memorial Center and sponsored by Generac. For more information email programs@warmemorialcenter.org or call 414-982-6630.*

# LEST WE FORGET 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



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