
GENERAL LOAN CONDITIONS OF KHM-MUSEUMSVERBAND

The KHM-Museumsverband consists of the Kunsthistorisches Museum, Weltmuseum Wien und Theatermuseum. With its outstanding collection, it is one of the most important and largest museums in the world and supports numerous national and international exhibition projects with its objects.

The outgoing loans of the KHM-Museumsverband are organised by the loan management department. Loan requests have to be submitted **at least 1 year before the opening of the exhibition**. Requests submitted at short notice cannot be taken into consideration.

We kindly ask you to send your loan request in **hard copy** to the following address:

Director General Jonathan Fine, Ph.D.
KHM-Museumsverband
Burgring 5
1010 Vienna
Austria

Alternatively, you can submit your request to the following e-mail addresses: generaldirektion@khm.at and in CC to loans@khm.at.

The loan request should include the following details:

- name and address of the Borrower
- manager / director
- name, address, e-Mail address of the (e.g. registrar)
- exhibition title and concept
- exhibition date and venue
- facility report
- list of requested objects (title, inventory number)

Please take into account the general loan conditions of KHM-Museumsverband (KHM):

- KHM lends only for exhibition purposes to publicly accessible institutions with a cultural mission.
- KHM only signs its own loan agreements
- KHM insures its loans with a commercial insurer at insurance values set by KHM. All insurance costs will be borne by the borrower.
- KHM has the right to appoint the fine art transport company. All costs for transports associated with the loan (including transports to/from locations outside the KHM, packing as well as courier trips) will be borne by the borrower.
- The final approval for an international loan depends on an export license issued by the *Bundesdenkmalamt* (BDA/Federal Monuments Office).
- For an international loan KHM must be granted immunity from seizure for the loans by the competent authority in the country of the borrowing institution.
- All costs associated with the loan such as administration fees, art handling costs and necessary restoration and protective measures will be borne by the borrower. This includes processing fees in case of cancellation.

Please do not hesitate to contact us if you have any questions: loans@khm.at