Case 1 of 3

For labeled pictures of the properly packed crates, please see pages 7-8 of the Comprehensive Installation Guide.

Size: 70”w x 30”d x 48”h; 480 lbs.

Contains:

- Plastic wire covers (2) and neoprene floor (3) pads
- 2 cloth cylinders, each containing one rolled graphic banner
- 2 cloth bags, each containing one foot and one rod
- Tool box containing 1 wrench, 1 ratchet screwdriver and bits, plastic ties, touch-up paints, 1 extra power strip, 12 rubber bumper feet for iPad stands, 2 keys for rear access panel on iPad stands, miscellaneous hardware
- 2 iPad stands with attached headphones

Please check the condition of all materials as you unpack crates. In case of severe damage, please contact ALA immediately at 312.280.5045 or publicprograms@ala.org. This form must be completed within 48 hours of receiving the exhibit. We must have a condition report form on file from each host site.

Condition

Please verify that the case exterior is free from damage, the case contents are free from damage, and that all items are present and were packed correctly. If this is so, select Yes and click Proceed to move on to the next case. If not, select No and click Proceed to provide details.

- [ ] Yes
- [ ] No

Case 1 Damage

For labeled pictures of the properly packed crates, please see pages 7-8 of the Comprehensive Installation Guide.

Size: 70”w x 30”d x 48”h; 480 lbs.

Contains:

- Plastic wire covers (2) and neoprene floor (3) pads
- 2 cloth cylinders, each containing one rolled graphic banner
- 2 cloth bags, each containing one foot and one rod
- Tool box containing 1 wrench, 1 ratchet screwdriver and bits, plastic ties, touch-up paints, 1 extra power strip, 12 rubber bumper feet for iPad stands, 2 keys for rear access panel on iPad stands, miscellaneous hardware
- 2 iPad stands with attached headphones

Please check the condition of all materials as you unpack crates. In case of severe damage, please contact ALA immediately at 312.280.5045 or publicprograms@ala.org. This form must be completed within 48 hours of receiving the exhibit. We must have a condition report form on file from each host site.

Case Exterior

Is the case exterior free of visible damage? If not, please explain.

- [ ] No visible damage to case exterior.
- [ ] Damage to case exterior. Describe damage, location, whether damaged on arrival at site or after.
Items Present?

Are all items present and accounted for?

☐ All items present.

☐ Items are missing. Please describe.

Packing

Were the contents packed correctly?

☐ Yes

☐ No

Condition of Contents

Are the case contents in good physical condition?

☐ Contents are in good physical condition.

☐ Contents have visible damage.

Describe damage and location, and whether damaged upon arrival at site or before.

Photos

Please take photos of any damage to this case or its contents, and attach them here.

Permitted file types: pdf, doc, docx, rtf, xls, xlsx, csv, jpg, jpeg, png, gif, tif, tiff, ppt, pptx

To upload a file, click “Choose File.” After you have selected a file, click “Upload” to attach it. Maximum file size is 10 megabytes.

File

Choose File

Upload

Case 2 of 3

For labeled pictures of the properly packed crates, please see pages 7-8 of the Comprehensive Installation Guide.

Size: 70”w x 30”d x 48”h; 480 lbs.

Contains:

- Plastic wire covers (2) and neoprene floor (3) pads
- 2 cloth cylinders, each containing one rolled graphic banner
- 2 cloth bags, each containing one foot and one rod
- Tool box containing 1 wrench, 1 ratchet screwdriver and bits, plastic ties, touch-up paints, 1 extra power strip, 12 rubber bumper feet for iPad stands, 2 keys for rear access panel on iPad stands, miscellaneous hardware
- 2 iPad stands with attached headphones

Please check the condition of all materials as you unpack crates. In case of severe damage, please contact ALA immediately at 312.280.5045 or publicprograms@ala.org. This form must be completed within 48 hours of receiving the exhibit. We must have a condition report form on file from each host site.

Condition

Please verify that the case exterior is free from damage, the case contents are free from damage, and that all items are present and were packed correctly. If this is so, select Yes and click Proceed to move on to the next case. If not, select No and click Proceed to provide details.

☐ Yes

☐ No
Case 2 Damage

For labeled pictures of the properly packed crates, please see pages 7-8 of the Comprehensive Installation Guide.

Sizes: 70”w x 30”d x 48”h ; 480 lbs.

Contains:

- Plastic wire covers (2) and neoprene floor (3) pads
- 2 cloth cylinders, each containing one rolled graphic banner
- 2 cloth bags, each containing one foot and one rod
- Tool box containing 1 wrench, 1 ratchet screwdriver and bits, plastic ties, touch-up paints, 1 extra power strip, 12 rubber bumper feet for iPad stands, 2 keys for rear access panel on iPad stands, miscellaneous hardware
- 2 iPad stands with attached headphones

Please check the condition of all materials as you unpack crates. In case of severe damage, please contact AIA immediately at 312.280.5045 or publicprograms@ala.org. This form must be completed within 48 hours of receiving the exhibit. We must have a condition report form on file from each host site.

Case Exterior

Is the case exterior free of visible damage? If not, please explain.

No visible damage to case exterior. ☐

Damage to case exterior. Describe damage, location, whether damaged on arrival at site or after.

Items Present?

Are all items present and accounted for?

All items are present. ☐

Items are missing. Please describe. ☐

Packing

Were the contents packed correctly?

Yes ☐

No ☐

Condition of Contents

Are the case contents in good physical condition?

Contents are in good physical condition. ☐

Contents have visible damage. ☐

Describe damage and location, and whether damaged upon arrival at site or before.

Photos

Please take photos of any damage to this case or its contents, and attach them here.

Allowed file types: pdf, doc, docx, rtf, xls, xlsx, csv, jpg, jpeg, png, gif, tif, tiff, pot, zip

To upload a file, click “Choose File.” After you have selected a file, click “Upload” to attach it. Maximum file size is 10 megabytes.

File

Choose File No file chosen

Upload
Case 3 of 3

For labeled pictures of the properly packed crates, please see pages 7-8 of the Comprehensive Installation Guide.

Size: 70" w x 30" h x 48" h; 480 lbs.

Contains:
- Plastic wire covers (2) and neoprene floor (3) pads
- 2 cloth cylinders, each containing one rolled graphic banner
- 2 cloth bags, each containing one foot and one rod
- Tool box containing: 1 wrench, 1 ratchet screwdriver and bits, plastic ties, touch-up paints, 1 extra power strip, 12 rubber bumper feet for iPad stands, 2 keys for rear access panel on iPad stands, miscellaneous hardware
- 2 iPad stands with attached headphones

Please check the condition of all materials as you unpack crates. In case of severe damage, please contact ALA immediately at 312.280.5045 or publicprograms@aia.org. This form must be completed within 48 hours of receiving the exhibit. We must have a condition report form on file from each host site.

Condition

Please verify that the case exterior is free from damage, the case contents are free from damage, and that all items are present and were packed correctly. If this is so, select Yes and click Proceed to move on to the next case. If not, select No and click Proceed to provide details.

- Yes
- No

Case 3 Damage

For labeled pictures of the properly packed crates, please see pages 7-8 of the Comprehensive Installation Guide.

Size: 70" w x 30" h x 48" h; 480 lbs.

Contains:
- Plastic wire covers (2) and neoprene floor (3) pads
- 2 cloth cylinders, each containing one rolled graphic banner
- 2 cloth bags, each containing one foot and one rod
- Tool box containing: 1 wrench, 1 ratchet screwdriver and bits, plastic ties, touch-up paints, 1 extra power strip, 12 rubber bumper feet for iPad stands, 2 keys for rear access panel on iPad stands, miscellaneous hardware
- 2 iPad stands with attached headphones

Please check the condition of all materials as you unpack crates. In case of severe damage, please contact ALA immediately at 312.280.5045 or publicprograms@aia.org. This form must be completed within 48 hours of receiving the exhibit. We must have a condition report form on file from each host site.

Case Exterior

Is the case exterior free of visible damage? If not, please explain.

- No visible damage to case exterior.
- Damage to case exterior. Describe damage, location, whether damaged on arrival at site or after:

Items Present?

Are all items present and accounted for?

- All items are present.
- Items are missing. Please describe:
Packing
Were the contents packed correctly?
- Yes
- No

Condition of Contents
Are the contents in good physical condition?
- Contents are in good physical condition.
- Contents have visible damage.

Describe damage and location, and whether damaged upon arrival at site or before.

Photos
Please take photos of any damage to this case or its contents, and attach them here.
Permitted file types: pdf, doc, docx, rtf, xls, xlsx, csv, jpg, jpeg, png, gif, tif, tiff, ppt, zip
To upload a file, click "Choose File." After you have selected a file, click "Upload" to attach it. Maximum file size is 10 megabytes.

Review/Edit
At this point you should have entered information for all of the cases. To review your answers and submit your report, click Review. To go back and edit, select a page from the navigation menu to the right.