

Exhibition Type	Estimated Area	Nº Collections	Installation Time	Security Provided by O.C.	Security Provided by Museum
Gold	50 to 200 m2	1 to 3	2 days	to define	to define
Platinum	200 to 1000 m2	3 to 5	3/4 days	to define	to define
Diamond	+ 1000 m2	4 to 12	to define	Yes	to define

GENERAL FEATURES	
Provided by the Equestrian Museum	Provided by the Organizing Committee
Transport to and from the exhibition venue	Space / Building
Installation of the exhibition	General lighting system in the hall(s)
Lighting system for the exhibited collections	Staff to help instal the exhibition
All pieces for exhibition	Forklift with driver
All materials for display as showcases	Exhibition and Transport Fee
Merchandising (when applicable)	Ticket service (when applicable)

SPACE & DISPLAY				
Collections	Estimated Espace			Room Place
	Gold	Platinum	Diamond	
Ancestry and Evolution of the Horse	50 m2	50 m2	50 m2	Corner / Next to the wall
Practical Knowledge	70 m2	140 m2	200m2 or less	Corner / Next to the wall / Middle of the Room 360º
Royal Families and the Horse	60 m2	60 m2	60 m2	Middle of the Room / Seen by both sides
Equestrian Traditions in North America	-	-	-	Not defined
The Horse in Art	60 m2	60 m2	60 m2	Corner / Next to the wall
The Legacy of the Horse in the Arab World	-	-	-	Not defined
The Horse in the Olympic Games	100m2	100m2	100m2	Corner / Next to the wall
Equestrian Military Perspective	-	-	-	Not defined
Attributes of Horse Breeds	70 m2	140 m2	200m2 or less	Corner / Next to the wall
Exclusive Crops Collection	70 m2	70 m2	70 m2	Middle of the Room / Seen by 360º
The Development of Equestrian Schools	70 m2	70 m2	70 m2	Corner / Next to the wall
The Portrait in Western Painting	50 m2	50 m2	50 m2	Middle of the Room / Seen by both sides

Institution & Organizing Committee Information

Name of Institution			
Adress			
Diretor of Institution			
Emails			
Contacts		Website of Institution	

Event Information

Name of Event						
Date	starts:			ends:		
Adress						
Diretor of Event						
Email			Website of Event			
Contacts						
Nº Expected Visitors		Groups or School's	Yes		No	
Brief description of the event						
Facilities Description						
Pararel events or other revelant information						

Itinerant Collection Location

Name of the Building							
Building Description *							
Type of Construction							
Available area *	If all collection in		in 2nd		3rd and 4th		Total available area
Number of doors leading to the exhibition	1 Space		Space		Space		
Building accessibility							
Other revelant information	Experience of the building receiving cultural exhibitions ?						
	The building has air conditioning system ?						

*please attach photos of the interior and exterior

*please attach a video through the facilities

Signature - Director of Event

Signature - Director of Institution

SECURITY PROCEDURES			
		Provided by the Eq. Museum	Provided by the Organizing Committee
During the opening to the public	Alarm in the showcases		
	Protection system in the showcases		
	Security Staff *		Security Staff *
* During the time closed to the public	Guard / Watcher		Guard / Watcher
	Alarm system in the Collection Room		Alarm system in the Collection Room
	Alarm system in the Collection Building		Alarm system in the Collection Building
	Video surveillance		Video surveillance
	Fire alarm		Fire alarm
	Fire extinguishers		Fire extinguishers
	Other security means		Other security means

* to be decided who provides

Security System Description (day)	
Security System Description (night)	

Emergency contact in case of accident

Equestrian Museum	Bruno Barros: +351 963 662 349 Filipe Fernandes: +351 912 391 186 Melissa Akers: +351 960 151 755 Others: +351 927 427 567 / +351 919 001 010
Organizing Committee	
Private Security Company (headquarters and at the event)	
Local Police	Distance to the Event (km):
Firefighters	Distance to the Event (km):

In order to help us evaluate the risks of the collection, please describe the probability of occurrence of the following factors:

Risk Level	0 No risk Once every 1000 years	1 Low Once every 100 years	2 Medium Once every 10 years	3 High Once every year
Incorrect Relative Humidity (acceptable: 45% to 60%)				
Incorrect Temperature (ideal: 18° to 20°)				
Temperature Variations (night/day)				
Pests Infection (mackerel, moths, termites, cockroaches, silverfish and fungi)				
Earthquake				
Vibration of Building / Exhibits				
Fire in all building				
Fire in exhibits room				
Flood of the Building or Exhibition Room				
Roof Leaks, Plumbing Leaks				
Raising damp				
Nearby Industrial/Cars Pollutants Contamination				
Dust during construction				
Gases and Vapours from storage hardware				
Direct solar radiation (UV)				
Assault (opened)				
Assault (closed)				
Isolated instances of vandalism				

Applicant Attach Fire & Flood Emergency Plan (when applicable)

Eq. Museum Attach cultural heritage listing to transport

Date of Application

Director of Event

Director of Eq. Museum

Destination Country:

1) TRANSIT PROCESS

By sea or air		Land route	
Request to DGPC (if applicable)		Request to DGPC (if applicable)	
Application to the Ministry of Destination Culture (if applicable)		Application to the Ministry of Destination Culture (if applicable)	
Transportation Guide		Transportation Guide	
Packing		Packing	
Transportation to Customs		Transport to the Exhibition Building	
Customs Process (air or sea)		Exhibition Mounting	
Customs clearance process (air or sea)			
Transport to the Exhibition Building			
Exhibition Mounting			

2) ENTRY IN THE COUNTRY OF DESTINATION (Staff)

Required Visa (Yes / No)	
Type of Visa	
Duration of Visa	
Visa Renewal	

3) USEFUL INFORMATION

Exhibition typology required	Gold 200m2		Platinum 200-1000m2		Diamond +1000m2	
Date of Eq. Museum Exhibition	starts:			ends:		
Opening Time of Exhibition (hh:mm)			Closing Time of Exhibition (hh:mm)			
Nº Collections			Collections Code:			

Collections	Select the collections you wish to require		
	Gold	Platinum	Diamond
Ancestry and Evolution of the Horse			
Practical Knowledge			
Royal Families and the Horse			
Equestrian Traditions in North america			
The Horse in Art			
The Legacy of the Horse in the Arab World			
The Horse in the Olympic Games			
Equestrian Military Perspective			
Attributes of Horse Breeds			
Exclusive Crops Collection			
The Development of Equestrian Schools			
The Portrait in Western Painting			

NOTE: The present form, will be complemented by a partnership agreement to formalize the application request of the itinerant collection of the Equestrian Museum

Date of Application

Signature - Director of Event

Signature - Director of Institution
