



Application for Fine Arts Insurance for Exhibit

Quarterly Fine Arts Exposure & Domestic Exhibits Report For

INSTRUCTIONS

Use the Application for Domestic Transit Insurance (aka: Quarterly Fine Arts Exposure/Domestic Exhibits Report Form) to obtain coverage under the University's Fine Arts Insurance Policy for exhibits on loan to the University, artwork owned by or on loan to the University that is on exhibit in outside galleries or fine arts in transit. Fine Arts coverage is provided on a quarterly basis (July-Sept; Oct-Dec; Jan-Mar; Apr-June); indicate specific quarter that coverage is required. Attach all agreements with owner and a list that accurately and completely describes the insured artwork and associated values. **Submit completed form & attachments to Office of Risk Services (2199 Addison Street, Suite 615 MC:1120) or fax to 510-643-0281 PRIOR to exhibit, loan, or shipment.**

REPORT ADMINISTRATION

Date of Request _____ UCB PO# (attach copy): _____
 Department: _____ Dept. Acct. No: _____ Fax: _____
 Dept. Contact: _____ Email: _____ Ph: _____

ART WORK & EXHIBIT INFORMATION

1) Name of Artwork/Exhibit 2) Location of Exhibit (Bldg. Name)	<i>Month:</i> _____	<i>Month:</i> _____	<i>Month:</i> _____
	1) No. of days in Month 2) Daily Value	1) No. of days in Month 2) Daily Value	1) No. of days in Month 2) Daily Value
1) _____ 2) _____	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
1) _____ 2) _____	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
1) _____ 2) _____	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
1) _____ 2) _____	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____
1) _____ 2) _____	1. _____ 2. _____	1. _____ 2. _____	1. _____ 2. _____