

**Institute for Holocaust, Genocide, and Memory Studies
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Guidelines for Hosting the Traveling Exhibit

The following guidelines are to assist you in hosting the Traveling Exhibit.

Installation

- The Traveling Exhibit must be protected against fire in accordance with local ordinances.
- The Traveling Exhibit cannot be exposed to direct sunlight.
- Constant temperature control is required.
- Gallery space must be equal to or greater than the space requirement for the Traveling Exhibit.
- Secure, clean, dry on-site storage must be provided for packing materials.

Shipping

- The Traveling Exhibit delivery can be through regular doors. No loading dock is required.
- The borrowing institution must create a condition report on unpacking and repacking of the Traveling Exhibition.

Costs

- Each borrowing institution pays a \$500.00 rental fee to the Institute for Holocaust, Genocide, and Memory Studies when signing the contract. The borrowing institution is also responsible for the shipping fee, which is separate from the borrowing fee.
- The borrower must carry insurance on the exhibit from the day of arrival until the day of departure.
- The borrower is responsible for door-to-door transportation of the exhibit to the next venue using the designated shipper.

Insurance

All borrowing institutions must provide a certificate of liability insurance for standard commercial coverage.

Security

- The exhibit cannot be installed outdoors or in a temporary building or structure.
- When open to the public, the exhibit must be monitored by a guard or be under the supervision of a staff member or volunteer. The exhibit area must be locked and secure when the facility is closed.

Booking

- Bookings will be arranged only with host institution; no third party may request exhibitions.
- Persons requesting the exhibit must be authorized to guarantee that the host institution fulfills all exhibit requirements.
- The borrower must submit:
 1. An exhibit request form
 2. A facility report, including names of staff or volunteers involved with the exhibit; and
 3. A detailed floor plan of space in which exhibit will be installed.
- Bookings are usually for four weeks. A minimum of one week is allowed between bookings for uninstalling, condition reporting, repacking, shipping, and at next venue, unpacking, condition reporting, and installing the exhibit.

Handling

- The borrower must provide staff or volunteers to supervise all handling.
- Condition reports must be completed at unpacking and repacking of the exhibit.