

Check List for Host Institution

In an effort to assist hosts of our traveling exhibit with planning and organization after the contract is signed, specific items are outlined below including a timeline for completing these components.

All forms can be mailed to:

Traveling Exhibit
Hatikvah Holocaust Education Center
1160 Dickinson Street
Springfield, MA 01108

- Rental Fee Payment** – an invoice for the rental fee will be mailed after the signed contract is received. Payment is due within 30 days of receipt of the invoice.
- Proof of Insurance** – All hosts must provide a certificate of liability insurance for standard commercial coverage as proof that the exhibit will be fully insured from the day of arrival to the day of departure. Certificate is due within 30 days of receipt of invoice.
- Exhibit Opening Report** – Both incoming and outgoing reports are required. Fill out the incoming condition report and return to Hatikvah Holocaust Education Center within two business days of the exhibit's opening.
- Shipping Fee Payment** – Host institutions will pay shipping fees directly to UPS when the exhibit goes on to the next venue. There is no shipping fee when the exhibit arrives at the Host Institution.
- Exhibit Closing Condition Report** – Both incoming and outgoing reports are required. Fill out the closing condition report and return to Hatikvah Holocaust Education Center within two business days of the exhibit's closing.
- Feedback** – Hatikvah Holocaust Education Center would appreciate hearing about associated programming and community involvement in the feedback form. Please submit within four weeks after the close of the exhibit.