



Guidelines for Hosting the Traveling Exhibit

The following guidelines are to assist you in hosting our traveling exhibit.

Installation

- The exhibit must be protected against fire in accordance with local ordinances.
- The exhibition 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 exhibit.
- Secure, clean, dry on-site storage must be provided for packing materials.

Shipping

- The shipper designated by Hatikvah Center, in most cases UPS Ground, must be used by all venues.
- Exhibit delivery is through regular doors. No loading dock is needed.
- The borrower must create condition reports on unpacking and repacking of exhibition.

Costs

- Each venue pays the rental fee to Hatikvah Holocaust Education Center when signing the contract.
- The borrower must carry insurance on the exhibit from the day of arrival to the day of departure.
- The host institution is responsible for door-to-door transportation of the exhibit to the next venue using the designated shipper.

Insurance

All hosts 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 host institution must submit:
 1. Exhibit request form
 2. Facility report, including names of staff or volunteers involved with the exhibit; and
 3. 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 host institution must provide staff or volunteers to supervise all handling.
- Condition reports must be completed at unpacking and repacking of the exhibit.

Publications

- Our exhibit ships with “A Reason to Remember” bookmarks which can be given to visitors.
- Please download the “Exhibit Feedback” sheet found on the website. Print copies and make them available to visitors.
- For educators, we provide a teachers’ guide. An electronic copy is available on our website.

Support

Hatikvah Holocaust Education Center is happy to assist host venues in their presentation of our traveling exhibit. Support can include:

- Layout assistance
- Press release assistance
- Assistance with public and educational program development
- When funding permits, teacher workshops, lectures or speakers
- A graphics package with templates and guidelines for printed material

For further information, contact Hatikvah Holocaust Education Center.

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