

# *Whoever Saves a Single Life...Rescuers of Jews During the Holocaust*

## **Guidelines for Borrowing the Traveling Exhibit**

### **BOOKING**

- The Jewish Foundation for the Righteous (JFR) will only book traveling exhibits with the borrower; no agreements will be made with a third party. Persons requesting exhibits must be authorized to guarantee that the borrower fulfills all exhibit requirements and will carry out the stipulations of the contract.
- The borrower must submit a completed *Whoever Saves a Single Life...Rescuers of Jews During the Holocaust* Traveling Exhibit Application.
- Booking schedules are subject to negotiation. The exhibit period is a minimum of four (4) weeks. Most exhibit periods are four (4) to eight (8) weeks. A time period of one (1) week is set between bookings to allow for de-installation, condition reporting, repacking, shipping, and at the next venue, unpacking, condition reporting, and installation.

### **FEES**

- The rental fee for *Whoever Saves a Single Life...Rescuers of Jews During the Holocaust* traveling exhibit is dependent on the exhibit period. The minimum fee is \$1,200 for four weeks. Contact the JFR for specifics regarding rental fees. The borrower is also responsible for covering all shipping and insurance fees, including the cost of in-transit insurance and any costs for labor or equipment. See the "Shipping & Insurance" section below for specific details.

### **SECURITY**

- The exhibit area must be locked and secure when the facility is closed.
- The borrower must pay particular attention to and protect the exhibit against the dangers of fire, smoke, water damage, loss, and vandalism.
- The borrower shall maintain the exhibit tubes and transporter cases and store them in clean areas with dry and cool temperatures. The borrower must preserve and secure packing materials in the case in which they belong.

### **INSTALLATION**

- Exhibit space must be equal to or greater than the space requirement for the exhibit. The ideal layout requires a space that is at least 30'x24'. The two alternate layouts require a space of 24'x20' or 23'x23'. Ceiling height must be at least 9'.
- Four floor electrical outlets are required for the exhibit lights. If floor switches are not available, the outlets must be taped and the cords from the exhibit to the electrical outlets must be taped to the floor to avoid safety hazards.
- Direct sunlight must be diffused or eliminated to prevent fading of panels.
- Photographs of the exhibit are prohibited, except as outlined in the loan agreement.
- White gloves must be worn while handling the panels (i.e., during installation and de-installation) to avoid damaging the panels' text and images.
- Installation requires a team of three people.

### **SHIPPING & INSURANCE**

- The borrower pays the cost of all shipping fees, including the cost of in-transit insurance and any costs for labor or equipment. Shipping is arranged by the JFR. The JFR will work with both the sending and the receiving borrower to coordinate shipping.

- The borrower must provide proof of insurance coverage on the exhibit from the date when the exhibit leaves the previous location to be shipped to the borrower's location to the date when the exhibit leaves the borrower's location to be shipped to the next borrower or the JFR. This period of time includes in-transit time.

#### **STAFF**

- The borrower must ensure that the unloading, unpacking, handling, repacking and reloading of the exhibit shall be accomplished on the host institution's premises by its own personnel trained in the handling of exhibit materials.

#### **PUBLICITY**

- The JFR must approve all press and promotional materials related to the exhibit. The borrower must give the JFR advance notice and ample time, keeping in mind both the secular and the Jewish calendar, to review and approve the materials.