

In an effort to assist hosts of a **United States Holocaust Memorial Museum (USHMM)** traveling exhibition with planning and organization, outlined below are items specified in the exhibition contract that USHMM expects to receive from the host and a basic timeline for their submission.

Rental fee payment

An invoice for the rental fee will be mailed to the host from USHMM. Payment is expected within *six weeks after the receipt of this invoice*.

Proof of insurance

All hosts must provide a certificate of liability insurance for standard commercial coverage as proof that the exhibition will be fully insured from the day of arrival to the day of departure. Proof of insurance is due to USHMM *one month prior to the exhibition's arrival*.

USHMM approval of host-generated publications and educational materials

All host-generated educational materials, press advisories, releases, backgrounders, invitations, programs, calendars, and advertising copy must be approved by USHMM *before they are circulated to the public and/or the press*.

Installation photographs, press, and publicity

The host is responsible for photographing the completely installed exhibition for USHMM's records, as well as compiling all press and publicity (print and electronic) associated with the exhibition. These materials can be submitted to USHMM at any time, but should be received *no later than one month after the close of the exhibition*.

Completed condition report cover page and individual condition report records

The exhibition requires an incoming and outgoing condition report. Instructions for completing the condition reports will be found in the condition report notebooks that will accompany the exhibition. Condition reports must be filled out and returned to USHMM within *two business days of the exhibition's opening and closing*.

Shipping fee payment

The shipping fee invoice will be mailed to the host following the close of the exhibition. Payment is expected within *six weeks after the receipt of the invoice*.

Associated programming

Hosts are requested to provide USHMM with information in as much detail as possible regarding exhibition-related programming, such as opening receptions, lectures, tours, and educational programs. This information should be submitted as *early in your program planning process as possible*.

Final report

Hosts should enter detailed information on exhibition attendance, visitation to programs, and publicity in the Final Report Form. The Final Report Form should be submitted within *four weeks of the close of the exhibition*.