

guidelines for borrowing traveling exhibitions

The United States Holocaust Memorial Museum (USHMM) is America's national institution for the documentation, study, and interpretation of the history of the Holocaust, and serves as this country's memorial to the millions of people murdered during the Holocaust. Through USHMM's traveling exhibition program, institutions nationwide can bring the history—and the lessons—of the Holocaust into their communities. Utilizing cutting-edge research and state-of-the-art design and production, exhibitions from the Museum encourage diverse audiences to learn about the people and events of the Holocaust and to reflect on its resonance in contemporary life.

The following guidelines aim to assist you in hosting a traveling exhibition from USHMM.

BOOKING

- Bookings will be arranged only with the borrower (host institution); no third party may request exhibitions. Persons requesting exhibitions must be authorized to guarantee that the borrower fulfills all exhibition requirements and will carry out the stipulations of the contract.
- The borrower must submit:
 - Exhibition request form
 - Standard facility report, including detailed floor plan of space in which exhibition will be installed
 - List of staff and other individuals who will be involved with the exhibition
 - Institutional information (such as brochures, calendars, and clippings)
- Bookings are for predetermined periods of time, as noted in each exhibition description. A minimum of two weeks is set between bookings to allow for deinstallation, condition reporting, repacking, shipping, and at next venue, unpacking, condition reporting, and installation.

FEES

- Each exhibition has a participation or rental fee, payable to USHMM upon signing the exhibition contract.
- The borrower must carry insurance on the exhibition from the moment the exhibition comes onto the borrower's property to the moment it leaves the borrower's property.
- No fee, other than standard admission, may be charged to the public to see a USHMM exhibition.
- The borrower is responsible for door-to-door transportation of the exhibition to the next venue using the USHMM-designated shipper, including any costs for labor or equipment. Should the exhibition be arriving from and returning to a USHMM facility, the borrower may be responsible for round-trip shipping costs.

SECURITY

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

(over)

- The exhibition must be protected against fire in accordance with local ordinances.
- The exhibition cannot be exposed to direct sunlight.
- Secure, clean, dry on-site storage must be provided for crates and packing materials.

INSTALLATION

- Gallery space must be equal to or greater than the space requirement for the exhibition.
- Constant temperature control is required.

SHIPPING

- The shipper designated by USHMM must be used by all venues.
- The borrowing venue must be equipped with a loading dock or other access for exhibition delivery.
- The borrower must create condition reports on unpacking and repacking of exhibition.

STAFF

The borrower must provide staff trained in standard exhibition practices to supervise all exhibition handling, as well as any additional staff required for exhibition unloading, installation, repacking, etc. Technical specialists may be needed (such as an electrician or lighting designer).

PUBLICATIONS

- Most USHMM exhibitions are accompanied by brochures for free distribution to visitors.
- Some USHMM exhibitions have teacher's packets or curriculum guides.
- Lists of publications for research or resale can be provided.

USHMM SUPPORT

USHMM staff members are happy to assist host venues in their presentation of USHMM traveling exhibitions. Support includes

- Design and exhibition layout assistance
- Assistance with press releases and media relations
- Assistance with public and educational program development
- When funding permits, teacher workshops and docent training run by USHMM educators
- A graphics package with templates and guidelines for printed material