



## THE SUPERWOMEN EXHIBIT REQUEST FORM

### TERMS & CONDITIONS

#### **I. FINANCIAL TERMS OF THE EXHIBIT:**

A. Payment: The fee for the exhibit is \$7,500 for a four month stay period and negotiable. The exhibiting institution must agree to provide a free space to display the exhibit. Your booking cannot be confirmed until a signed Agreement and proof of insurance is provided.

B. Rental Period: The exhibit cannot be rented for a period of less than one month (or 4 weeks) at any location. NOTE: due to shipping, installation and breakdown time, the exhibit may not be on display for the entire rental period unless this is taken into account when indicating exhibit start date.

C. The exhibiting institution is required to insure the exhibit for \$70,000 on a wall-to-wall basis, including coverage during shipping. You are advised to check with the proper office within your institution regarding blanket coverage for visiting exhibits and if that coverage extends to shipping. Written proof of insurance covering the exhibit must be provided to the Women's Sports Foundation when the signed Agreement is returned.

#### **II. DISPLAYING THE EXHIBIT:**

A. The exhibit must be displayed in a secure area. The exhibiting institution must provide to the Women's Sports Foundation a written description of the security where the exhibit will be placed. This should include alarms, locks, access by public, guards, etc.

B. Copyright regulations forbid the copying of any portion of the exhibit without appropriate written authorization by the Women's Sports Foundation. Digital photo files of works in the exhibit can be provided for publicity purposes only with permission from the photographer. The Foundation provides no funds for publicity.

#### **III. TRANSPORTATION**

A. As soon as possible after receiving the crates, they should be opened to examine their contents and complete the condition report included in the crates. If there is any damage please make every attempt to photograph the damaged area of the exhibit and forward the photographs to the Women's Sports Foundation immediately.

#### **IV. EXHIBITION SCHEDULE:**

A. The exhibiting dates, reception date and location and shipment dates must be approved by the exhibiting institution and the Women's Sports Foundation

B. We expect the exhibit to be delivered to a new site no less than 3 days prior to the scheduled opening at that location. This provides time for installation and any necessary repairs that might be sustained during transit or possible delays in transit.

C. Media coverage can be advantageous to both the exhibiting institution and the Women's Sports Foundation. The exhibiting institution is urged to inform the media (local newspapers, local radio, television, visitor's bureau) at least one month prior to the opening of the exhibit. As stated in II.B. above, digital photo files of samples of the exhibit can be provided for publicity purposes only with the photographers permission.

D. Should any related events be held in conjunction with The Superwomen Exhibit, copies of announcements, press releases, newspaper articles, lecture notes, invitations, etc. should e-mailed to SHoland@womenssportsfoundation.org, faxed to 516-542-4716, or mailed to: **Women's Sports Foundation, Attention: Stacy Holand, Eisenhower Park, 1899 Hempstead Turnpike Suite 400, East Meadow, NY 11554.**

E: Cancellations: Cancellation must be received 1 full calendar month or 4 weeks before the exhibit is to be shipped, or the exhibiting institution must pay the Women's Sports Foundation for any cost incurred with making arrangements.



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Name (First): \_\_\_\_\_ (Last) \_\_\_\_\_ Date You Are Submitting Request: \_\_\_\_\_  
Company/ School/ Organization Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### **DATES:**

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

### **LOCATION DESCRIPTION:**

Exhibit location address (if different from above): \_\_\_\_\_

Type of location (i.e. School, Museum, Gallery, etc.): Please describe. \_\_\_\_\_

Please describe the reception location \_\_\_\_\_

Suggested Reception Dates: (please include 3 proposed dates) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please describe the security in your venue (including access to public, guards, alarms, locks, etc.) \_\_\_\_\_

Is the exhibit open to the public?  YES  NO If so, is there a fee for admission?  YES  NO

Please list appropriate admission fees. Children \_\_\_\$ Adults \_\_\_\$ Seniors \_\_\_\$ Students \_\_\_\$ Other \_\_\_\$

### **EVENT INFORMATION:**

Will any event (s), or meeting (s) take place in the exhibiting location while the exhibit is in your care?

YES  NO If YES, please describe. \_\_\_\_\_

List any sponsors, products or companies associated with the location, event, school or organization? \_\_\_\_\_

Will the exhibit be open to the media?  YES  NO

Can the Foundation provide educational materials to distribute at the exhibit site?  YES  NO

Do you have a mailing list?  YES  NO

Will you provide the Foundation with your list? (a computerized format is preferred)  YES  NO

**BUDGET:**

- **Requests cannot be processed unless the request form is completed, proof of insurance is provided and request forms and agreements are returned within 10 days of receipt.**
- **The fee for the exhibit is \$7,500 for a four month stay period.**

**RETURN YOUR APPLICATION:**

**BY MAIL:**

Women's Sports Foundation  
Attn: Stacy Holand  
Eisenhower Park  
1899 Hempstead Turnpike Suite 400  
East Meadow, NY 11554

**BY EMAIL:**

SHoland@womenssportsfoundation.org  
Subject: Superwomen Exhibit

**BY FAX:**

516-542-4716  
Attn: Stacy Holand