

Policies and Procedures

Museum of Florida History Traveling Exhibits Program: TREX



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General Information

Costs:

When you rent a traveling exhibit (TREX) from the Museum of Florida History, your costs include:

- Rental fee;
- Non-refundable deposit that will be put towards the rental fee if no cancellations are made;
- Shipping of exhibit to next location (if you are out-of-state, you may be responsible for cost of shipping both ways);
- Any fees incurred from closing the exhibition early;
- Any costs associated with printing, promotion, advertising, etc.

Contract:

You must sign and return the contract, along with the deposit, within 30 days of the initial reservation of the exhibit. The contract includes the following:

- Booking dates (date on the contract refers to the exhibit opening and closing dates);
- Rental fee and deposit;
- Security, shipping, and special handling requirements;
- Museum of Florida History TREX policies;
- Agreement to credit the Museum of Florida History Traveling Exhibits program in all publicity (name must be used in correct form)

Facility Reports:

The borrowing institution must submit a facility report for the venue. The submitted facility report needs to be approved by the Museum of Florida History before rental paperwork can proceed.

Deposit:

The deposit is put towards the rental fee, and the balance is due 30 days prior to the exhibit's arrival. Deposits are due 30 days after the initial reservation is made. Exhibit is not considered "booked" until signed contract and deposit are received.

Exhibit Rental Fee	Deposit
\$300	\$50
\$301-\$500	\$100
\$501-\$1,000	\$200
\$1,001-\$2,000	\$400
\$2,001-\$3,000	\$500
\$4,000 +	\$1,000

If an institution will be receiving funds for the rental fee through a grant or underwriter, a letter of intent must be sent to the Museum of Florida History from the grant agency/underwriter.

Payment:

Please make your checks payable to the Friends of the Museums of Florida History, Inc. If you prefer to pay by credit card, a processing fee may be charged.

Cancellations:

If you cancel an exhibition after your deposit is received, your deposit will be forfeited; however, extenuating circumstances will always be considered.

Installation:

Your organization is responsible for installing and taking down the exhibit. In order to prepare for this, please take the time to:

- Read written support material, which includes crate content lists, and instructions tailored for each specific exhibition, when available;
- Prepare staff or other qualified persons to unpack, install, and repack the exhibition;
- Prepare to move shipping crate(s) and store them in a secure, indoor location.

Insurance:

Exhibition items may include one-of-a-kind objects, works of art, or technical equipment, as well as exhibition structures, cases, or furniture.

- You must provide insurance coverage while the exhibit is at your facility.
- Exhibits must be covered by an all-risk, wall-to-wall insurance policy, subject to the standard exclusions. Proof of such insurance must be made available on request.
- Condition reports are essential for insurance purposes. (See next paragraph for specific information on condition reports).

Condition Reports:

You must complete condition reports within 48 hours of the opening of the exhibit and also within 48 hours of the departure of the exhibit. Failure to file a condition report or to notify the TREX coordinator of damage or loss may result in your facility being considered negligent, and thus unable to rent a TREX for a one-year period or longer.

- Use crate content lists to determine if anything from the exhibit is lost or damaged.
- Notify TREX coordinator immediately (within 24 hours) of any loss or damage that occurs while the exhibit is on display.

- Provide visual documentation of any loss or damage and attach it to the departure condition report.
- You must obtain written permission from the TREX coordinator in order to open frames or cases, or repair other damage.

Resource Materials:

You will receive a "TREX Exhibitor Kit" at least one month prior to the exhibit opening (available earlier upon request) that includes:

- Technical instructions tailored for each specific exhibit (when available);
- Crate information;
- Exhibit inventory;
- Condition report forms;
- Educational material for the exhibit (when available);
- Logos and images for promotion

Shipping:

You are responsible for making sure the exhibit is packed and ready to ship to its next location in a timely manner.

- The Museum of Florida History will arrange all transportation to and from the designated exhibition site by a commercial carrier. (Alternative methods may be considered.) Fees for such transportation shall be billed to, and paid by, the Museum of Florida History. Borrower will reimburse MFH for return shipping costs promptly upon receipt of invoice. Out-of-state venues may also be responsible for cost of shipping the exhibit to and from your facility.
- If the exhibit has not arrived at your facility 5 days prior to the opening date, the TREX coordinator should be contacted immediately. Adjustments cannot be considered if we are not given this designated period to trace the exhibit.
- Exhibitor is responsible for providing sufficient staff to handle incoming and/or outgoing crates.
- Upon arrival of exhibit, if there is evidence of crate and/or damage beyond reasonable wear and tear, make a descriptive note on the Bill of Lading the driver will have you sign.
- Exhibitor is responsible for any extra costs incurred if delayed shipments (caused by Exhibitor) result in increased charges for premium shipping.
- If you close an exhibition earlier than stated in the contract, your facility is responsible for storage or any costs incurred for storage. Early shipment of a TREX to its next destination can only be done with consent of the TREX coordinator.

Restrictions:

The Museum of Florida History Traveling Exhibits are only to be used for educational purposes.

- Access to your facility may not be denied because of race or national origin. Your facility should meet the Americans with Disabilities Act (ADA) standards.
- No special fee may be charged without prior permission.
- No smoking, food, or drinks are allowed in display, staging, or storage space containing TREX exhibitions.

Security Requirements

High Security

- Museum or limited-access gallery
- Trained, professional guards in sufficient number to adequately protect exhibition
- Exhibition locked after hours
- Alarms or night guards
- Locked or secured cases for small objects; provisions to prevent the public from touching non-enclosed artifacts
- Fire protection according to local ordinance, monitored yearly
- Total temperature control (gallery temperature maintained at constant 68-72°)
- Total humidity control (45-55% relative humidity in most cases)
- No direct sunlight or fluorescent light without ultraviolet filters
- Controlled light levels (most exhibitions require 5-15 foot-candles)
- Professional handling only (i.e., trained professional staff)
- Other restrictions may be required
- Hygrothermograph or data logger

Moderate Security

- Limited-access gallery
- Responsible supervision by guards or trained personnel whose sole duty is supervision of exhibition
- Exhibition locked after hours; alarms or night guards may also be required
- Locked or secured cases for small objects; provisions to prevent public from touching non-enclosed artifacts
- Fire protection according to local ordinance
- Total temperature control (gallery temperature maintained at constant 68-72°); no humidity extremes
- No direct sunlight; some exhibitions require fluorescent lights to have ultraviolet filters
- Professional handling only recommended
- Hygrothermograph or data logger

Limited Security

- Limited access gallery or display area
- Responsible supervision of exhibit at all times
- Exhibition locked after hours
- Fire protection according to local ordinance

- No temperature or humidity extremes
- No direct sunlight
- Careful handling

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