

## **Policies, Guidelines, and Contract**

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### **El Camino Real de los Tejas: Its History, People, and Places**

This exhibit is a valuable part of our public services outreach and trail education program. The exhibit was produced to inform, educate, and promote El Camino Real de los Tejas National Historic Trail resources and history. The exhibit provides an excellent opportunity to engage in collaborative projects and public outreach programs for the greater understanding of our shared history, and the betterment of trail resources in communities throughout Texas and Louisiana! Please read our guidelines and policies, thoroughly, for understanding of costs, expectations, and best practices.

#### **I. Exhibit Rental Cost**

The fee to rent the traveling exhibit is based on the current or most recent overall budget of the organization that would like to house it. We feel this is the fairest way to provide an opportunity for a wide variety of organizations with varying financial means to host the exhibit. Documentation of hosting locations most recent annual or fiscal year budget is required.

Hosting fees must be paid prior to the shipment of the exhibit to the host venue.

The sliding scale for hosting is as follows and includes ground shipping via Lone Star Overnight to the host location: Hosting locations are responsible for return shipping costs.\*

<u>Organizational Budget:</u>	<u>Rental Cost:</u>
• \$0.00 to \$50,000:	\$200.00
• \$50,001 to \$100,000:	\$250.00
• \$100,001 to \$150,000:	\$300.00
• \$150,001 to \$250,000:	\$350.00
• \$250,001 to \$300,000:	\$400.00
• \$300,000+:	\$600.00

\*Shipping to locations outside of Texas will result in increased overall costs due to use of alternate shippers with higher rates.

## **II. Security and Insurance**

The exhibit should be located in high trafficked areas with greatest potential visibility in order to reduce the likelihood of damage or theft. While the exhibit is in your possession, you have full responsibility for its security and welfare. This includes installation, dismantling, packing, and handoff of the exhibit to the shipper. As a result, we require that you have liability insurance that would cover damage to or incidents resulting during the time the exhibit is in your, and includes the shipment period.

Upon receipt of the exhibit, the host should inspect the total contents of the exhibit for potential damage that might have occurred during shipping. This includes the shipping crate housing the exhibit, in addition to the retractable panels, bases, and poles of the exhibit itself. If, at any time, the condition of the exhibit differs from the condition upon delivery, the host venue must document the damage immediately and report it to El Camino Real de los Tejas National Historic Trail Association. If the exhibit is returned to us in less than desirable condition, the host venue will be responsible for the replacement of the panel(s) or material that is damaged.

We will provide installation and dismantling instructions and we require that you show care with the banners, their cases, and the shipping container we provide, as we hope all will remain in good condition, so that the exhibit can be used for years to come.

## **III. Supplemental Information**

- 1) A general press release is provided that you may tailor to your specific needs. This is limited to general information such as start and end dates, venue/location, address, and sites and sections near your venue, as well as recognition of local sponsors and the like. Use the hashtag #elcaminotejas for promotion and coordinated social media postings.
- 2) The exhibit must have a specific start and end date coordinated with the Executive Director of El Camino Real de los Tejas National Historic Trail Association. Ideally, the timeframe for display will be 4-8 weeks.
- 3) An opening reception is encouraged for promotion and fundraising, but must be organized prior to receiving panels for promotional purposes. Association representatives may be available to speak at such events.
- 4) Following the end of the exhibit, please complete our traveling exhibit evaluation and, so we can enhance the exhibit experience for both the venue and visitors.
- 5) We can provide information on TEKS standards met for grades 4 through 8, as well as activity sheets upon request.

- 6) A limited number of rack cards for the exhibit will be supplied to the venue, and additional copies can be printed at the host's expense.
- 7) Cancellations or changes of the reserved exhibition dates should be made at least 30 days prior to the first day of scheduled hosting time.

**IV. Agreement and Signatures**

**Host Data:**

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Hosting Dates: \_\_\_\_\_

Organizational Budget: \_\_\_\_\_

In consideration of the policies and guidelines listed in Sections I, II, and III, each of the undersigned hereby execute this contract on behalf of both parties.

**Host:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Hosting Entity: \_\_\_\_\_ (print)

Date: \_\_\_\_\_

**El Camino Real de los Tejas National Historic Trail Association:**

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_