

**Wisconsin Humanities Council  
Barn Again! Host Organization Contract**

Contract # WHCBS-0«ID»                      Booking Dates «Hosting\_dates»  
Host Site «Host\_Community»  
Host Organization \_\_\_\_\_  
Project Coordinator \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Evening \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_  
Secondary Project Contact \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Evening \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_  
Shipping Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please sign the last page of this contract and initial every page at the lower right corner to indicate your acceptance of the terms and conditions stated within.**

**This contract must be signed and returned within 30 days.** If the host organization cannot return the contract within 30 days, the WHC must be contacted immediately. The WHC reserves the right to cancel the reservation if the contract is not returned within 30 days.

Please call the Wisconsin Humanities Council with questions at 608-262-0706.

Executive Director:	Max Harris
Associate Director:	Dena Wortzel
Barnstorm Wisconsin Program Officer:	Jessica Becker

Initials \_\_\_\_\_

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Museum on Main Street is a partnership program between the Smithsonian Institution Traveling Exhibition Service (SITES) and state humanities councils across the country to bring exhibitions and humanities programming to rural communities around the nation.

To that end, the Wisconsin Humanities Council is the principal borrower of the Barn Again! Celebrating an American Icon exhibition. Upon signing this contract, host organization \_\_\_\_\_ has entered into an agreement with the Wisconsin Humanities Council, which includes payment of \$350.00 to the WHC.

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**The host organization agrees to accept this loan on the following conditions:** (As used in this contract, the term exhibit is defined as the artifacts, installation structures, equipment, and all components provided by SITES.)

1 USES

- 1.1 Barn Again! traveling exhibition may be used for educational purposes only. Barn Again! may not be used toward commercial or political ends.
- 1.2 A special entrance fee (other than museum general admission) may not be charged to offset direct costs of the exhibition.
- 1.3 The name of the exhibition, SITES, the Smithsonian Institution and the Wisconsin Humanities Council shall not be used in connection with any **general organization fund raising** or political event or another purpose not specified in this agreement without proper written approval from the WHC.
- 1.4 The exhibition Barn Again! must be shown intact and in its entirety. No component may be omitted from the exhibition without prior written consent from the WHC and SITES.
- 1.5 The exhibit must be made accessible to the public. Access shall not be denied to anyone on the basis of race, color, creed, national origin, physical or cognitive disability, sex, age, sexuality, or any other basis prohibited by applicable law.

2 BOOKINGS

- 2.1 Scheduling is valid only as agreed upon by the WHC.
- 2.2 **The WHC must be informed of the exact location of the exhibition at all times.** The hosting organization must obtain the prior written approval of the WHC to move the exhibition or show the exhibition at an alternate location other than that specified in this contract.
- 2.3 If the host organization cannot return this contract within 30 days, the WHC must be contacted immediately. The WHC reserves the right to cancel this reservation if the contract is not returned within 30 days.

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3 INSURANCE AND PROTECTION

- 3.1 According to the WHC contract with SITES, SITES will provide wall-to-wall fine art insurance coverage, with standard exclusions, for the exhibit during both transit and display.
- 3.2 The host organization is responsible for damage or loss caused by gross negligence or willful misconduct.
- 3.3 The host organization agrees to notify the WHC immediately of any theft, damage, or loss occurring while the exhibition is in its possession. The host organization assumes responsibility for any WHC liability that may arise because of the host organization's failure to give such timely notice.
- 3.4 The host organization agrees to provide: all fire precautions as required by law or local ordinance; safe handling, unpacking and repacking of the exhibition; and all required security measures and environmental conditions as stipulated in this contract.
- 3.5 Smoking, eating, or drinking must be prohibited in the exhibition area and within the storage, receiving, and loading spaces at all times when the exhibit is within those spaces.**

4 SECURITY AND ENVIRONMENTAL REQUIREMENTS

- 4.1 The exhibition must be displayed in a gallery, lounge area, or other defined, enclosed, interior space as agree upon with the WHC. It may not be displayed in a hallway, corridor, or other passageway; outdoors; or in a tent or other temporary building.
- 4.2 The exhibition must be under continuous surveillance during public hours.** The supervising person may be performing other duties in addition to watching the exhibition, so long as the exhibition remains within the view of the supervising person at all times. The exhibition must not be left unsupervised at anytime while open for viewing. The exhibition area must be locked and secure during any time of the day or night when the exhibition is not open for viewing.
- 4.3 Direct sunlight must be diffused or eliminated. All doors and windows that allow natural light into the exhibit space must be draped, shielded or UV filtered.

5 CANCELLATION

- 5.1 The host organization must notify the WHC in writing of any need to cancel the hosting contract or move the exhibition to an alternate location other than that specified in this contract.
- 5.2 The WHC reserves the right to cancel a booking at any time if the host organization fails to meet the terms of this contract. In the unlikely event that the WHC must cancel the exhibition tour for any other reason, the WHC may not be responsible for any damages or other costs arising from such a cancellation.

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## 6 HANDLING AND TRANSPORTATION

- 6.1 Receipt of the exhibition: If the Barn Again! exhibition has not arrived in due time (as understood and previously agreed upon by host organization and the WHC), the host organization should contact the WHC immediately. The WHC will not be responsible for damages or costs arising from any delay of delivery of an exhibition.
- 6.2 Unpacking the exhibition: Host organization must allow the exhibit to acclimatize for at least 24 hours before unpacking. **The host organization must examine the exhibition, report its condition on the forms provided by SITES, and return the condition report summary to the WHC and SITES within 48 hours of unpacking. The host organization must contact the WHC and SITES immediately if any damage is noted. Under no circumstances may any alteration or repair to exhibition materials or objects be undertaken without prior written permission from SITES.**
- 6.3 Storage of exhibition components and packing crates: No part of the Barn Again! exhibition may be stored, crated, or moved off the premises of the agreed upon exhibiting location without prior written permission from the WHC.
- 6.4 Repacking the exhibition: Host organization must repack the exhibition, including all exhibition components, at the close of the hosting date and prepare the exhibition for shipment to the next host organization.

## 7 CREDITS

- 7.1 The host organization must give credit to the Wisconsin Humanities Council as well SITES in all acknowledgements, printed materials, publicity, press releases, invitations and catalogues. The official credit line for the exhibition is:

**Barn Again! Celebrating an American Icon has been organized by the Smithsonian Institution Traveling Exhibition Service (SITES) and the National Building Museum, with assistance from the National Trust for Historic Preservation, and in association with the Federation of State Humanities Councils and the Wisconsin Humanities Council.**

**This project was made possible through the generous support of the National Endowment for the Humanities, the John S. and James L. Knight Foundation, the Hearst Foundation, the Smithsonian Institution Special Exhibition Fund, and the Smithsonian Educational Outreach Fund.**

## 8 PUBLICITY

- 8.1 All public relations materials and any other materials written by the host organization must acknowledge the sponsors and must be approved by Jessica Becker at the WHC. Jessica Becker may be reached by phone (608) 262-0706

Initials \_\_\_\_\_



