

Shipping

SITES will ship the exhibition to the first venue on your tour and will cover the cost of the exhibition's return to Washington, D.C. for refurbishment. Your council is responsible for all in-state shipping arrangements. This notebook includes a "Guide to Shipping" which details safe transfers of a Museum on Main Street exhibition.

Insurance

All Museum on Main Street exhibition components and crating are covered by a "wall to wall" insurance policy, with standard exclusions, while it is in transit and on display. State councils do not need to pay for additional insurance coverage when making in-state shipping arrangements. Commercial general liability (CGL) insurance coverage carried by the NEH on behalf of State Humanities Councils is acceptable to the Smithsonian.

Contracts

An exhibition contract is sent to your state council when you book a MoMS exhibition. Your council will sign this contract on behalf of all of the state's exhibition venues and return it to SITES. Please send your complete itinerary to SITES one year before your tour begins. It will be attached as an addendum to your contract. Questions regarding the contract should be directed to Carol Harsh at harshc@si.edu.