

An **authorized** representative of the sponsoring organization must sign this contract.

NAME OF AUTHORIZED REPRESENTATIVE

CONTACT EMAIL

SPONSORING ORGANIZATION

PHOTO-TEXT EXHIBITS TO BE DISPLAYED

NAME OF PERSON RESPONSIBLE FOR SHIPPING

EMAIL OF PERSON RESPONSIBLE FOR SHIPPING

PHONE OF PERSON RESPONSIBLE FOR SHIPPING

SHIPPING ADDRESS

ADDITIONAL SHIPPING INFORMATION

LOCATION OF EXHIBIT

START DATE OF EXHIBITION

END DATE OF EXHIBITION

As an authorized representative of the sponsoring organization, this organization takes responsibility for the above photo-text exhibit while it is on exhibit at the venue and dates selected.

We agree to pay the total exhibit rental fee entered in the "Exhibit Fee" box above, plus the cost of shipping the exhibit to the next site.

Some venues will be asked to give a deposit of \$200. It will be non-refundable if an exhibit is cancelled less than a month before the start date, although Family Diversity Projects will use the deposit for an exhibit rental in a different time period. However, a deposit will be refunded if Family Diversity Projects, Inc. breaches its obligation under this agreement.

If any photos or text panels are lost or damaged while in our physical possession, we will be responsible for repair and/or replacement costs. The replacement cost for each framed photograph is \$250.00 (except for the black and white photographs in *Building Bridges*, which are \$350) and each text panel is \$30.00. The exhibit TITLE sign costs \$100 if it needs to be replaced.

Please NEVER Put Any Nails/Pushpins through the text. Please DO NOT Remove the Strings on the Back of the Text. Please DO NOT Use Adhesives/Velcro Strips on the Back of the Texts. If we use any of these methods, we will damage the text and we will be held liable for the replacement cost of damaged texts or cleaning costs if adhesives have been used.

The fees are payable to Family Diversity Projects, a 501 (c) 3 non-profit organization.

We agree to notify Family Diversity Projects, via e-mail or phone, **as soon as the exhibit has arrived at our designated exhibit site.** We agree to take an initial inventory upon the arrival of the exhibit and to immediately notify Family Diversity Projects of any missing or damaged photos or text. Otherwise, we understand that we may be liable for repair and/or replacement costs. If there is any damage to the exhibit, or if any photos or text panels are lost, while in our physical possession, we will be responsible for repair and/or replacement costs. The replacement cost for each framed photograph is \$250.00 (except for the black and white photographs in BUILDING BRIDGES, which are \$350) and each text panel is \$30.00. The exhibit TITLE sign costs \$100 if it needs to be replaced.

We understand that prior to the end of my exhibit period, we will be notified of where the exhibit should be sent next. We agree to ship the exhibit to the next site on the next business day following the last day of our exhibit contract via FedEx or UPS unless other instructions are given. We will be responsible for shipping the exhibit to the next site via 2 or 3 day guaranteed service one business day after the closing date of our rental period. If it can be shipped via ground service, we will be informed by Family Diversity Projects. If the schedule is tight, we will have to use 2 or 3 day service and Family Diversity Projects will tell us which of these options we can use. If we ship an exhibit late due to our oversight, we will be responsible for the amount of money that Family Diversity Projects loses on their next booking if it arrives late and/or we understand that if we ship the exhibit to the next site after the agreed upon shipping date because of our oversight, we will pay the cost of shipping it overnight.

We agree to provide Family Diversity Projects, via email or phone, the FedEx or UPS tracking number the day that the exhibit has been shipped to the next site.

We hereby agree, warrant, and represent that we will indemnify and hold Family Diversity Projects, Inc. harmless against any and all legal claims and any claims infringing the rights of any individual or individuals, or corporation, or entity, or any third party or parties arising out of our performance under this contract.

SIGNATURE

PAY DEPOSIT OR FULL FEE NOW

Pay with a Check by Mail (preferred method)

When paying by check, please make your check out to: "Family Diversity Projects", and mail your check to: Family Diversity Projects, PO Box 1246, Amherst, MA 01004-1246.

CREDIT CARD

Order

Product	Qty	Unit Price	Price
Exhibit Fee			
		Total	