



SEEKING SHELTER

A STORY OF PLACE, FAITH AND RESISTANCE

www.seekingshelterblockisland.org

Letter of Understanding

This form is not intended to serve as a legal document, but to foster clear communications between the *Seeking Shelter* team and the venues who wish to host the exhibition. None of these points is set in stone; every venue is different and we are flexible and open to ideas. See our Venue Requirements form at www.seekingshelterblockisland.org for more specifics.

Fee / Terms

Seven-to-twelve week venue is \$2,600, which includes two-way shipping, or Seeking-Shelter-team delivery and pick-up to \$400 / one on-site visit by exhibition designer Brian Jones / venue-specific design and printed graphics expenses up to \$300. Please remit in full with this Letter of Understanding.

Schedule

Installation:

Opening:

Closing:

Takedown:

About the exhibition

- The exhibition is not particularly bulky; it requires little space to store.
- The exhibition has proved adaptable to spaces of very different sizes, shapes, and conditions.
- The exhibition will be fine if handled with moderate care. It is hard to damage and easy, although not cost-free, to repair or replace.
- Your normal security arrangements and climate conditions are likely fine. The exhibit has only a few objects of any value; these can be taken off-view should vandalism or theft be a risk.
- The exhibition is unlikely to injure anyone behaving with normal care and vigilance, but accidents do happen; we will be happy to discuss preventive steps with you.
- Your insurance for normal operations should be fine for the exhibition's run. Normal housekeeping and maintenance will keep the exhibit area clean, safe, and in good condition.
- Installation is not complex or physically challenging. Any assistance you can provide in will be welcome. No experience in art handling or other special skills is required. The exhibit components are not heavy, sharp, or hard to handle.
- In venues in RI and nearby Massachusetts and Connecticut, the exhibit team will deliver and install the exhibit. Arrangements will be made on a case-by-case basis for more distant venues.
- The venue is responsible for keeping the video operating during public hours; we are happy to discuss how best to do that.

We ask that—

—venues conduct Publicity / PR / Audience-development efforts.

—venues provide an in-kind service to the project, e.g., photography or filming of the opening event, or a program, an audio recording of opening or event, or program; technical assistance with the Exhibition's video component; a marketing/outreach initiative; assistance with visitor evaluation gathering.

—venues prepare a report on how things went, what worked, what didn't.

Thank you!

Project Manager Ken Yellis

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Designer Brian Jones

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Your primary contact person

(Name, title, office phone, cell phone, email address)

Your backup contact person

(Name, title, office phone, cell phone, email address)