

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Museum of Florida History Traveling Exhibit Program agreements

DEPARTMENT: Library & Leisure Services **DIVISION:** Administration

AUTHORIZED BY: *J. Goldman* **CONTACT:** J. Suzy Goldman **EXT:** 1605

Agenda Date: <u>12/14/04</u>	Regular <input type="checkbox"/>	Consent <input checked="" type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

MOTION/RECOMMENDATION:

Approve and authorize Chairman to execute Agreement with the Museum of Florida History for use of three traveling exhibits at the Museum of Seminole County History.

BACKGROUND:

As part of the Museum expansion program, funds have been budgeted for the loan of traveling exhibits for display in the Museum. Exhibits require execution of an agreement with the Museum of Florida History, through the Museum of Florida History Traveling Exhibit Program.

“Centennial Faces” will be on display from March 1, 2005 – June 1, 2005. Exhibit Fee \$300

“Florida Girls & Boys and their Toys” will be on display from September 1, 2005 – December 1, 2005. Exhibit Fee \$500

“Alligators: Dragons in Paradise” will be on display from January 3, 2006 – April 3, 2006. Exhibit Fee \$2,000

Traveling Exhibits Funding in the amount of \$10,000 is available as part of the FY 04/05 budget.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: <u>ESJ</u>
CM: <u>JLG</u>
File No. <u>CLLA01</u>

Contract Addendum

Exhibitor will be responsible for any damage that occurs to the rented exhibit while it is at their site. It is important that each exhibitor states all damage(s) on the *Condition Report/Arrival Form* within one week of the exhibit's arrival and return the form to the TREX Coordinator. If the exhibitor fails to report damage upon arrival, unpacking, and assembly of the exhibit, the exhibitor may be held responsible for any repair costs. It is equally important to complete the *Condition Report/Departure* within one week of the exhibit's departure from your site to protect you from being held liable for damages that may occur during shipping of the exhibit to the next venue.

The exhibitor also is responsible for seeing that the exhibit is carefully unpacked, assembled, displayed and repacked. **Incorrect unpacking, assembly and repacking can cause damage** to the exhibit and/or artifacts. If you have questions about how to unpack, assemble the exhibit, or repack the crates, please contact the Museum of Florida History at (850) 245-6400 and ask for Chip Bloyd.



MFH-TREX Coordinator, Museum of Florida History
 Florida Department of State
 R. A. Gray Building, 500 South Bronough Street
 Tallahassee, Florida 32399-0250
 850-245-6400

MFH-TREX Agreement

Borrowing institution MUSEUM OF SEMINOLE COUNTY HISTORY Date 10/8/04

hereby applies for the exhibit Centennial Faces

for the period MARCH 01 - June 01, 2005 lent by the Museum of Florida History Traveling Exhibits Program, and agrees to accept said loan subject to the conditions on the reverse of this page. The borrower further agrees to pay the ongoing shipping cost in full to the next designated location.

Exhibits fee \$ 300.- due 15 days before exhibit is scheduled to arrive. (Deposit \$ 50.-)

Mode of transportation (please check one) via commercial freight via personal pickup (e.g., covered van)
 Note: shipping and receiving hours at MFH: 9:00 a.m. to 4:00 p.m., Monday through Friday.

This agreement cannot be processed until all requested information is provided. (please print or type)

SHIP TO:

MUSEUM OF SEMINOLE COUNTY HISTORY
 name of exhibiting institution

300 BUSH BOULEVARD
 street

SAND FORD, FL 32773
 city, state, zip

KAREN JACOBS, COORDINATOR
 name and title of contact person

407-665-2489
 phone number (include area code)

BILL TO:

name of borrowing institution

street

city, state, zip

name and title of contact person

phone number (include area code)

I have read and agree to the conditions of this binding agreement (front and back) between the Museum of Florida History and the borrowing institution.

[Signature] TREX COORD. 10/8/04
 Signature of Museum of Florida History's authorized representative date

 Signature of borrowing institution's authorized representative date

 Name and title of borrower's authorized representative (please print or type)

Return white copy to MFH immediately and keep yellow copy for your files. MFH will hold this booking for you for one (1) month, after which time, if the signed agreement is not returned, we will consider the period indicated above as an open booking period.

Contract Addendum

Exhibitor will be responsible for any damage that occurs to the rented exhibit while it is at their site. It is important that each exhibitor states all damage(s) on the *Condition Report/Arrival Form* within one week of the exhibit's arrival and return the form to the TREX Coordinator. If the exhibitor fails to report damage upon arrival, unpacking, and assembly of the exhibit, the exhibitor may be held responsible for any repair costs. It is equally important to complete the *Condition Report/Departure* within one week of the exhibit's departure from your site to protect you from being held liable for damages that may occur during shipping of the exhibit to the next venue.

The exhibitor also is responsible for seeing that the exhibit is carefully unpacked, assembled, displayed and repacked. **Incorrect unpacking, assembly and repacking can cause damage** to the exhibit and/or artifacts. If you have questions about how to unpack, assemble the exhibit, or repack the crates, please contact the Museum of Florida History at (850) 245-6400 and ask for Chip Bloyd.



MFH-TREX Coordinator, Museum of Florida History
 Florida Department of State
 R. A. Gray Building, 500 South Bronough Street
 Tallahassee, Florida 32399-0250
 (904) 488-1484 850-245-6400

MFH-TREX Agreement

Borrowing institution MUSEUM OF SEMINOLE COUNTY HISTORY Date 10/8/04

hereby applies for the exhibit ALLIGATORS - DRAGONS IN PARADISE

for the period JANUARY 03 - April 03, 2006 lent by the Museum of Florida History Traveling Exhibits Program, and agrees to accept said loan subject to the conditions on the reverse of this page. The borrower further agrees to pay the ongoing shipping cost in full to the next designated location.

Exhibits fee \$2000.- due 15 days before exhibit is scheduled to arrive. Deposit \$400.-

Mode of transportation (please check one) via commercial freight via personal pickup (e.g., covered van)
 Note: shipping and receiving hours at MFH: 9:00 a.m. to 4:00 p.m., Monday through Friday.

This agreement cannot be processed until all requested information is provided. (please print or type)

SHIP TO:

MUSEUM OF SEMINOLE COUNTY HISTORY
 name of exhibiting institution

300 BUSCH BOULEVARD
 street

SANDFORD, FL 32773
 city, state, zip

KAREN JACOBS, COORDINATOR
 name and title of contact person

407-665-2489
 phone number (include area code)

BILL TO:

~~name of borrowing institution~~

~~street~~

~~city, state, zip~~

~~name and title of contact person~~

~~phone number (include area code)~~

I have read and agree to the conditions of this binding agreement (front and back) between the Museum of Florida History and the borrowing institution.

Jane Carter, Trex Coord.
 Signature of Museum of Florida History's authorized representative

10/8/04
 date

 Signature of borrowing institution's authorized representative

 date

 Name and title of borrower's authorized representative (please print or type)

Return white copy to MFH immediately and keep yellow copy for your files. MFH will hold this booking for you for one (1) month, after which time, if the signed agreement is not returned, we will consider the period indicated above as an open booking period.

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UNAVAILABILITY OF FUNDS. If the County shall learn that funding cannot be obtained or cannot be continued at a level sufficient to allow for the payment of exhibit fees as specified herein, this Agreement may then be terminated immediately, at the option of the COUNTY, by written notice of termination delivered in person or by mail to the Museum at its address specified herein. The COUNTY shall not be obligated to pay for any services or fees after the Museum has received notice of termination. Notwithstanding the above provisions, any deposit paid to the Museum in advance, prior to the date this Agreement is terminated, shall be non-refundable.