



**FAMILY  
DIVERSITY  
PROJECTS**

familydiversityprojects.org  
familydiversityprojects@gmail.com

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

**NAME OF AUTHORIZED REPRESENTATIVE**

**CONTACT EMAIL**

**SPONSORING ORGANIZATION**

**PHOTO-TEXT EXHIBIT 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**

**START DATE OF EXHIBITION**

**END DATE OF EXHIBITION**

**AMOUNT OF FEE**

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 above.

We agree to pay the total exhibit fee entered in the "Amount of Fee" box above, plus the cost of round trip shipping (back to Family Diversity Projects or to another venue).

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.

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.

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

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**SIGNATURE**

**DATE**

**FEE**

We prefer you send your fee as a check by Mail. Please make your check out to: "Family Diversity Projects," and mail your check to: Family Diversity Projects, 61 Ford Xing, Northampton, MA 01060.

To pay by credit card online, please visit [www.familydiversityprojects.org/donate](http://www.familydiversityprojects.org/donate)

Family Diversity Projects is a 501 (c) 3 non-profit organization.