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*Choosing a location*

Borrowing organization is responsible to find a local arts or business venue, or an advocate for design, at a gallery, school, public library, or wherever you feel great design is needed. Contact the prospective host 2-3 months in advance of wanting to launch the show. You will need at least 250 s.f. to display it. Then contact AIGA Boston to find out if the show is available on the dates proposed.

*Responsibility for exhibition*

Borrowing organization is responsible for unpacking and installing the exhibition, as well as printing the caption information and any collateral. Care should be taken at all times when handling exhibition materials.

The exhibition materials cannot be altered in any way; they must be returned in the same condition in which they were received. Do not trim, use Velcro, tape, or any type of fixative or spray on exhibition materials. Do not shrink-wrap, laminate, or permanently frame any exhibition material without prior consultation and agreement from AIGA's director of operations. Do not remove or cover the exhibit number on individual pieces; these numbers correspond to accompanying captions. AIGA Boston will provide wall-labeling information (captions) for the exhibition on disk or via e-mail.

Exhibition materials may be hung and displayed by any method that does not permanently damage or alter the work. Methods may include:

- Binder clips or map pins
- Inclined shelves or pedestals (for displaying books, brochures, packages, etc.)
- Standardized (non-permanent) framing systems (provided by borrower)
- Other methods at your disposal

Borrower is responsible for any missing or damaged exhibition material. All exhibition materials must be wrapped and carefully re-packed in the original shipping containers. Books, catalogues, and any other similar printed matter should be re-packed flat in bubble wrap. Photographs, stationery, logos and other small, fragile, individual pieces should be packed in padded or stiff shipping envelopes. Extremely fragile pieces, such as glass packaging, must be bubble wrapped. Posters should be rolled loosely (to fit in case) and wrapped with wrapping paper or bubble wrap. The most likely cause of damage is careless packing, especially for posters and delicate pieces, so we ask that you please take extreme care.

Borrowing institution is responsible for providing adequate security against loss, damage, theft, and fire to exhibition upon receipt. Your institution is responsible for round-trip shipping costs. The exhibition must be returned immediately after close of show and must reach the stated destination by the required date. A maximum period of two weeks will be allowed for return to AIGA, unless otherwise agreed upon by AIGA's director of operations. A \$100.00 late return fine may be assessed.

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Exhibitions received in permanent Samsonite suitcases and tubes must be returned in the same containers. Permanent shipping cases and tubes are the property of AIGA; loss or failure to return them will result in a replacement fine of \$250.00 per case. Any questions regarding exhibition materials, installation, or shipping should be referred to AIGA's office at 781 395 1327.

Failure to comply with any of these terms and conditions may result in a fine and jeopardize future rentals of exhibitions. AIGA reserves the right to withhold exhibitions to any organization that does not comply with these terms.