

## TRAVELING EXHIBITIONS: WHAT YOU NEED TO KNOW

Tuesday, June 10, 2008 9:30 AM – 3:30 PM  
Slater Mill Historic Site  
Pawtucket, RI

So your museum wants to put your newest exhibition on the road? It is a big undertaking and you have questions, concerns and issues, right? Please join us along with several other experts in the field who will share their knowledge and experience with traveling exhibitions.

We will look at what makes a great traveling exhibit, including: contracts, budgets, planning and organizational issues. We will examine issues of risk management and what role your fine arts insurance policy plays in this "road show." We will also have conservation experts on hand to talk about crating, packing and condition reporting, as well as to share specific examples of conservation issues that can directly impact a traveling exhibition. Finally, we will provide a few case studies from museum professionals who have traveled exhibitions and lived to tell of it. They will share some of the challenges and issues they dealt with when their boss told them, "get this show on the road!"

### 9:30 AM Welcome

*PAG Chairs: Mary Herbert-Busick, Associate Registrar, Wadsworth Atheneum Museum of Art, CT and Meredith Vasta, Registrar, Mashantucket Pequot Museum and Research Center, CT*

### 9:45 AM Constructing the Contract

*Kathleen Flynn, Director of Exhibition Administration, American Federation of Arts, New York, NY*  
Discussion of key aspects in formulating and individualizing a traveling exhibitions contract. This includes basic language that every contract should have as well as tailoring your document for different venues and types of exhibitions.

### 10:30 AM Formulating Your Budget and Staying Within Your Time Frame

*Melanie Harwood, Registrar, Baltimore Museum of Art, MD*  
Successful traveling exhibitions require thorough planning and accurate budgets. Ms. Harwood will discuss developing

realistic timeframes, effective planning, budgeting and roles and responsibilities.

### 12:00 PM Planning Your Insurance Needs

*Eric Fischer, Senior Vice President, Willis Fine Art, Jewelry & Specie, Bethesda, MD*  
Whether you are insuring for one venue, multiple site venues, or simply in transit, a conversation with your insurance broker is the first step in addressing your needs. Mr. Fischer will discuss how to assess your needs, various factors to consider, and most frequently asked questions.

### 1:00 PM Lunch

### 2:00 PM "The Conservation Angle"

*Alexandra Allardt, ArtCare Resources, Newport, RI*  
Ms. Allardt will discuss assessing objects for travel and will provide a conservator's perspective on packing and crating.

### 3:00 PM Case Studies

Better to learn from someone else's experience than to go through it yourself. Join us for a discussion of various scenarios in which significant lessons were learned. It will help you in your future planning!

*Questions? Call NEMA, 781-641-0013.*

TRAVELING EXHIBITIONS: WHAT YOU NEED TO KNOW (Deadline: Friday, May 30, 2008)

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Check here if you would like your e-mail address to appear on the registration list.

**Registration** *Check box for vegetarian meal*

(lunch provided): NEMA member \$45 \_\_\_\_\_ Non-member \$55 \_\_\_\_\_

(bring own lunch): NEMA member \$35 \_\_\_\_\_ Non-member \$45 \_\_\_\_\_

All staff from member museums are eligible for the member rate.

*Not sure if your museum is a member? Just call NEMA to find out.*

### Payment

Check is enclosed (payable to NEMA)

Visa  MasterCard Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Name on Card \_\_\_\_\_

**Please mail registration and payment to arrive by May 30:** Traveling Exhibitions · NEMA · 22 Mill Street, Suite 409 · Arlington, MA 02476

