

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Approve and authorize the Chairman to execute an Agreement with Mid-American Arts Alliance for \$4,300 for the traveling exhibit "Teapots: Object to Subject" to be held at the Museum of Seminole County History from January 28, 2008-March 16, 2008.

**DEPARTMENT:** Library Services

**DIVISION:** Museum

**AUTHORIZED BY:** Jane Peterson

**CONTACT:** Jane Peterson

**EXT:** 1501

**MOTION/RECOMMENDATION:**

The Museum of Seminole County History displays occasional traveling exhibits in it's endeavor to illustrate and explain the various cultures and ways of life that have existed in Seminole County since the early nineteenth century. An agreement with Mid-America Arts Alliance, through Exhibits USA, needs to be executed for sponsorship of the exhibit "Teapots: Object to Subject" from January 28, 2008 - March 16, 2008.

\$10,000.00 is budgeted in 044500-530340 (Contracted Services) for traveling exhibits on various themes on loan from outside organizations.

County-wide

Jane Peterson

**BACKGROUND:**

Staff recommends the Board approve and authorize the Chairman to execute the Agreement with Mid-America Arts Alliance for \$4,300.00 for the traveling exhibit "Teapots: Object to Subject to be held at the Museum of Seminole County History, January 28, 2008 - March 16, 2008.

**STAFF RECOMMENDATION:**

Staff recommends the Board approve and authorize the Chairman to execute the Agreement with Mid-America Arts Alliance for \$4,300.00 for the traveling exhibit "Teapots: Object to Subject to be held at the Museum of Seminole County History, January 28, 2008 - March 16, 2008.

**ATTACHMENTS:**

1. Agreement with Mid America Arts Alliance for Teapots Exhibit

<p><b>Additionally Reviewed By:</b></p> <p><input checked="" type="checkbox"/> County Attorney Review ( Ann Colby )</p>
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2018 Baltimore Avenue  
Kansas City, Missouri 64108 816/421-1388



mid·america  
arts alliance

EXHIBITSUSA AGREEMENT Bookings - 43423  
PLEASE READ THOROUGHLY Fiscal Year 2008

THIS AGREEMENT, dated September 18, 2007, by and between Mid-America Arts Alliance, through its national division, ExhibitsUSA (hereinafter referred to as "ExhibitsUSA"), and

Seminole County Board of County Commissioners  
1101 East First St.  
Sanford, FL 32771  
(hereinafter referred to as "Exhibitor"),

WHEREAS, ExhibitsUSA wishes to make Teapots: Object to Subject available to selected exhibitors, and WHEREAS Exhibitor wishes to share Teapots: Object to Subject with its community, NOW, THEREFORE, in consideration of the mutual promises in this agreement, the parties above agree as follows:

#### 1. EXHIBITION, DATES

- a. Exhibitor agrees to host the exhibition **Teapots: Object to Subject** (hereinafter referred to as "Exhibition"), coordinated, subsidized, and available from ExhibitsUSA for the period **beginning January 28, 2008 and ending March 16, 2008** and to accept and display the Exhibition under the condition stated herein.
- b. The Exhibitor shall not alter the incoming shipping date, opening display date, ending display date or outgoing shipping date without written permission from ExhibitsUSA.

#### 2. PROGRAM COST, EXHIBITION FEE, MANNER OF PAYMENT

- a. Exhibitor shall pay an Exhibition Fee of **\$4,300.00 U.S. dollars.**
- b. The full Program Cost to ExhibitsUSA of the Exhibitor's display of the Exhibition is **\$9,460.00**
- c. The portion of this fee not paid by the exhibitor is **\$5,160.00**. The portion of this fee not paid by the exhibitor is supported by grants to ExhibitsUSA from:

**The National Endowment for the Arts**

and other public and private contributions to ExhibitsUSA and Mid-America Arts Alliance. ExhibitsUSA's requirements for reporting to these funders are outlined in paragraph 4. Requirements for crediting these funders are outlined in paragraph 5.

- d. A 25% deposit of **\$1,075.00** must be received with this signed Agreement. The balance of the Exhibition Fee is due in full on **January 28, 2008**. Checks should be made payable to ExhibitsUSA. Two invoices are attached to the ExhibitsUSA Agreement for your convenience.
- e. If ExhibitsUSA is not able to provide the Exhibition as described in this Agreement, the deposit will be returned in full to Exhibitor.
- f. If Exhibitor cannot fulfill the terms of the Agreement, the deposit will be forfeited and retained by ExhibitsUSA. Exhibitor may also be subject to cancellation provisions as provided in paragraph (10) of this Agreement.

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IN PARTNERSHIP WITH: ARKANSAS ARTS COUNCIL, KANSAS ARTS COMMISSION, MISSOURI ARTS COUNCIL, NEBRASKA ARTS COUNCIL,  
OKLAHOMA ARTS COUNCIL, TEXAS COMMISSION ON THE ARTS, AND THE NATIONAL ENDOWMENT FOR THE ARTS



**EXHIBITSUSA AGREEMENT: Teapots: Object to Subject**

BOOKING 43423

PAGE 2

**3. SHIPPING**

**a. Incoming Shipping of Exhibition**

1. Exhibitor will receive the Exhibition via van line from the previous exhibition site. Exhibitor will be responsible for providing personnel to assist with the unloading of the Exhibition. Exhibitor will not be responsible for incoming shipping costs and should contact ExhibitsUSA before accepting collect shipments.
2. ExhibitsUSA will make a good faith effort to facilitate the arrival of the Exhibition no later than 4 business days in advance of January 28, 2008. ExhibitsUSA shall not be held responsible for delays outside of its control.
3. If the Exhibition has not been received within four days prior to January 28, 2008, Exhibitor must contact ExhibitsUSA IMMEDIATELY.
4. In order to ensure that the Exhibition will be delivered to the proper location, Exhibitor must indicate below the shipping address to be used for transport. If this information is not provided, the Exhibition cannot be shipped.

**INCOMING SHIPPING INFORMATION:**

\_\_\_\_\_  
Name of Exhibitor

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**LOADING DOCK? YES/NO (circle one)**

**IF YES, LOCATION:**

**b. Outgoing Shipping of Exhibition Van Line - Fixed Rate**

1. Exhibitor will coordinate with ExhibitsUSA registrar and representative of the designated van line carrier to transport the exhibit to the next exhibit site. Exhibitor is responsible for payment of its pro-rated share of outgoing transportation charges. The amount of the pro-rated transportation charges will be determined upon completion of the booking of the exhibition tour and will be communicated to the Exhibitor in writing at the earliest possible date. Payment is due to ExhibitsUSA upon the opening of the exhibit.

**EXHIBITSUSA AGREEMENT: Teapots: Object to Subject**

**BOOKING 43423**

**PAGE 3**

2. Fixed-rate shipping includes the cost of inside delivery and pick up within 50 feet of the delivery truck to and from one location. Exhibitor will be liable for any additional charges incurred as a result of special services such as multiple delivery sites or pick up locations, uncrating by shipping company, packing by shipping company, et cetera.
  3. ExhibitsUSA will specify the institution and address to which the exhibit is to be shipped, as well as the date by which the exhibit must arrive at the next exhibit site.
  4. Exhibitor will retain bill of lading receipts for a period of three weeks from the date of shipment.
  5. Exhibitor will be liable for any costs resulting from exhibitor's delay or failure to transport the exhibit in accordance with the provisions of this attachment.
- c. Exhibitor will be responsible for reasonable supervision and care of the Exhibition, crates, packing material and everything contained therein, from its incoming shipping until its outgoing shipping according to the timeline.

**4. PROJECT EVALUATION REPORT**

By accepting the Exhibitions and grant specified in paragraph 2(c) **EXHIBITOR IS OBLIGATED TO THE SATISFACTORY COMPLETION AND SUBMISSION OF THE EXHIBITSUSA EVALUATION REPORT.** Exhibitor should be collecting information for this report as the program develops. ExhibitsUSA is required to provide evaluation reports to the funders in paragraph 2(c). Submission of any final report to a state arts agency does not satisfy this requirement. The Final Evaluation is due to ExhibitsUSA **NOT LATER THAN April 15, 2008.**

**5. CREDIT REQUIREMENTS**

The program you are presenting is being made available to your community by ExhibitsUSA, which is supported by public agencies and private contributors. Our ability to raise funds for such programs is directly related to the credit acknowledgments you provide. **You are required to give proper credit to ExhibitsUSA and its funding sources in all promotional and educational materials.** This section provides you with the detailed credit language and how it is required to be used.

In the event ExhibitsUSA secures a sponsor for a particular program that affects your Exhibition, you may receive amended credit requirements.

a. **CREDIT PANELS:**

When provided by ExhibitsUSA, all framed credit panels must be prominently displayed at or near the entrance to the Exhibition at all times.

b. For **ADVERTISEMENTS, ANNOUNCEMENTS, WEBSITES, BROCHURES, INVITATIONS TO OPENINGS** and other printed materials and electronic materials the following is required:

A Program of ExhibitsUSA, a national division of Mid-America Arts Alliance **and The National Endowment for the Arts**

**-OR-**

A Program of (ExhibitsUSA logo) **and The National Endowment for the Arts**

Type size should be consistent with the majority of the type in your materials and **never** smaller than eight (8) point type.

c. For NEWS RELEASES:

ExhibitsUSA will provide credit language for news releases in the publicity kit that will arrive in advance of the Exhibition.

**Exhibitor's failure to meet the above credit requirements will jeopardize its participation in future ExhibitsUSA programs.**

6. INSURANCE, CONDITION REPORTS, DAMAGES

- a. ExhibitsUSA will provide insurance coverage at its own cost for the complete contents of the Exhibition during transit, unpacking, installation, display, storage, dismantling, and repacking. Upon request, ExhibitsUSA will provide Exhibitor a bona fide certificate of insurance coverage, the contents of which shall remain confidential with Exhibitor and shall not be made public.
- b. Exhibitor will prepare and file a Condition Report with ExhibitsUSA at both the beginning and conclusion of the Exhibition on forms provided by ExhibitsUSA. The Condition Report book will arrive in the crates with the Exhibition.
- c. Exhibitor will also complete a checklist receipt, which will arrive in advance of the Exhibition, confirming safe arrival of all objects, and will return it to ExhibitsUSA within five (5) business days of the Exhibition arrival.
- d. Exhibitor will report any and all damages or losses to the Exhibition while in Exhibitor's custody immediately by telephone to ExhibitsUSA. Within 24 hours of discovery of damage or loss, Exhibitor will send a full written statement with photographs to ExhibitsUSA detailing the extent, time, place and circumstances of the damage or loss. All damaged materials must be left as discovered unless the Exhibitor is instructed by ExhibitsUSA to proceed otherwise or unless emergency measures are necessary to prevent further damage.

7. SECURITY REQUIREMENTS

The Exhibition referenced in the Agreement requires security precautions for its proper care, protection and maintenance. Exhibitor will provide the following minimum security requirements:

Moderate A

(furniture and installation technique emphasis)

For exhibitions which do not require distinct environmental control, but which have multiple display modes (floor, wall, pedestal, ceiling), and require display furniture and trained installation staff. These exhibitions are inherently vulnerable, due to artistic media.

- a. No food or drink in gallery or around artworks at any time
- b. Fire protection according to local ordinance
- c. Minimum 3 trained staff for incoming shipping, installation, de-installation, and outgoing shipping
- d. Limited-access gallery

**EXHIBITSUSA AGREEMENT: Teapots: Object to Subject**

**BOOKING 43423**

**PAGE 5**

- e. Exhibition locked after hours; alarms or night guards may also be required
- f. Total temperature control (gallery temperature maintained at constant 68–72°)
- g. No relative humidity extremes (+/- 10% fluctuation in a 24-hour period)
- h. No sunlight; light sources (including windows with shades/blinds) must have ultraviolet filters
- i. Exhibitor must have or be able to produce display furniture including:
  - Locked cases for small objects
  - Vitrines on pedestals
  - Objects on the floor or on very large pedestals must have ropes or other barriers to keep public at least 40 inches from the objects at all times
- j. Staff trained specifically for secure supervision of the exhibition must remain in the display area at all times while open to the public

**8. RESPONSIBILITY, LIABILITY**

- a. Exhibitor is responsible for damages and costs of repairs to the Exhibition, crates, packing material and everything contained therein when such damages are the result of:
  - 1. Exhibitor noncompliance of stipulated security precautions as outlined in section 7; or
  - 2. The negligence of personnel selected by Exhibitor to assist in handling the Exhibition; or
  - 3. Exhibitor's negligence in any respect to provide for and insure the safety and protection of the Exhibition.
  - 4. Exhibitor does not adhere to damage reporting and other procedures identified in paragraph 6 hereof.
- b. To the extent allowable under the laws of the State of Florida, Exhibitor shall be liable for damage to persons and property caused by the Exhibitor's negligence and arising from the Exhibitor's participation in this Agreement and Exhibitor shall hold harmless Exhibits USA there from.

**9. PHOTOGRAPHS**

Photographs of the work contained in the Exhibition, or its unpacking, installation, dismantling, or repacking are prohibited unless specifically and solely for Exhibitor's reasonable publicity and promotional purposes for this showing of the Exhibition or for ExhibitsUSA.

**10. CANCELLATION**

Exhibitor may cancel its intention to display the Exhibition only upon written notice from Exhibitor, received and acknowledged by ExhibitsUSA, which shall be accompanied by a cancellation fee payable to Mid-America Arts Alliance in the amount of the full Exhibition Fee plus any costs for storing the Exhibition during the cancelled display period. Any deposit received by ExhibitsUSA shall be credited toward the cancellation fee. If, in the event of Exhibitor's cancellation, ExhibitsUSA is able to book the Exhibition with another exhibitor at the full fee, one-half of the Exhibition Fee will be returned to Exhibitor.

**EXHIBITSUSA AGREEMENT: Teapots: Object to Subject**

BOOKING 43423

PAGE 6

**11. NON-PROFIT STATUS**

Exhibitor affirms that it is legally incorporated with not-for-profit status as designated by the Internal Revenue Service, or is a unit of state, local or tribal government. Exhibitor agrees to notify ExhibitsUSA immediately of any alteration of this status which may occur prior to the conclusion of the Exhibition.

**12. ASSURANCE OF COMPLIANCE**

All ExhibitsUSA programs are made possible by support to Mid-America Arts Alliance from state and federal sources. As a result, exhibitors are required to comply with state and federal regulations as follows:

- a. Exhibitor agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and where applicable, Title IX of the Education Amendments Act of 1972 (20 U.S.C. 1681 et seq). Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap or age in any program or activity receiving ExhibitsUSA assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving ExhibitsUSA assistance.
- b. Exhibitor's financial records and supporting documents (pertaining directly to the Exhibition) and all other records related to this ExhibitsUSA program shall be retained for a period of three years from the date of the Final Evaluation Report, or until a federal audit has been completed and any questions arising from it have been resolved, whichever is the lesser period. Exhibitor shall grant to ExhibitsUSA access to any pertinent books, documents, or other records kept by the Exhibitor to make audits or examinations as necessary.
- c. Exhibitor agrees to have its financial records examined by an independent auditor not less frequently than once every two years, consistent with requirements stated in federal Office of Management and Budget (OMB) Circular A-102, Attachment P, or Circular A-133, as applicable.
- d. Exhibitor shall not use federal or state funds provided by ExhibitsUSA or Mid-America Arts Alliance (if any) for purposes of lobbying to affect legislation of federal or state governments pursuant to United States Code, Section 1913.
- e. Exhibitor's Final Evaluation Report shall be prepared in compliance with cost principles as established in OMB Circular A-122 ("Cost Principles for Non-profit Organizations", Circular A-21 ("Cost Principles for Educational Institutions") or Circular A-87 ("Cost Principles for State and Local Governments"), as applicable.
- f. Exhibitor shall comply with the Drug-Free Workplace Act of 1988.
- g. Exhibitor certifies that its organization and principals are not suspended or debarred by any federal agency.
- h. Exhibitor shall comply with 29 CFR Part 505 of the Department of Labor, which provides that (1) all professional performers and related or supporting professional personnel employed on projects or productions which are financed in whole or in part with ExhibitsUSA funds will be paid not less than the minimum compensation for persons employed in similar activities, and (2) no part of any project or production which is financed in whole or in part with ExhibitsUSA funds will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production.

**EXHIBITSUSA AGREEMENT: Teapots: Object to Subject**

**BOOKING 43423**

**PAGE 7**

- i. Exhibitor certifies that its organization has on file a Section 504 Self-Evaluation. If Exhibitor has not previously conducted this self-evaluation or wishes to update the results of previously conducted evaluations, it may contact the NEA's Office of Civil Rights, free of charge, for a copy of a Program Evaluation Workbook.

Copies of the above referenced federal guidelines can be obtained from the Office of Management and Budget or local libraries.

**13. FUNDING DEFAULT, 'FORCE MAJEURE'**

- a. In the event that any or all of the grants (as referenced in paragraph 2(a) above) or Exhibition fees to support the full cost of the Exhibition are not forthcoming to ExhibitsUSA, neither ExhibitsUSA nor Mid-America Arts Alliance nor Exhibitor shall be held liable and Mid-America Arts Alliance may amend or terminate this Agreement.
- b. Neither party will be held liable for any delay, adjournment or failure to perform the services and or comply with the understandings provided in this Agreement, in the event of war; riot; rebellion; electricity blackout; fire; flood; strike; lockout; labor difficulty; trade union action of any kind; action of the elements; accident; delay in transportation; laws, rules or regulations of any government authority having jurisdiction; or any other matter, events or conditions beyond the reasonable control of either of the parties, provided that the above list is not limitative and that it will not be necessary to establish whether any of these events or conditions affected only the parties to the present contract or whether they also affected third parties. The above events or conditions are hereafter referred to as Events of Force Majeure. This contract can be revoked totally or partially only if reasons of Force Majeure are present.
- c. If part or all of the Exhibition tour is canceled as a result of an Event of Force Majeure, then both parties will agree to hold the other completely harmless.

**14. GOVERNING LAW**

The construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Florida.

**15. BINDING EFFECT**

This Agreement sets forth the full and complete understanding between ExhibitsUSA and Exhibitor and shall be binding upon ExhibitsUSA and Exhibitor, as well as their respective successors and assigns. Any questions or clarifications required by Exhibitor regarding this Agreement must be directed to ExhibitsUSA prior to the execution of this document by Exhibitor. This Agreement may be altered only in writing, signed by both parties, except as provided herein.

If, for whatever reason, the funds pledged by the Exhibitor to this program should become unavailable, this Agreement may be terminated immediately, at the option of the Exhibitor, by written notice of termination as provided hereinafter. The Exhibitor shall not be obligated to pay for any services provided or costs incurred by the other party after that party has received such notice of termination. In the event there are any unused Exhibitor funds, the receiving party shall promptly refund those funds to the Exhibitor or otherwise utilized such funds as the Exhibitor directs.

The provisions of Florida's Public Records statute take precedence over any provision of the Agreement to the contrary.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement September 18, 2007.

EXHIBITSUSA, a national division of Mid-America Arts Alliance (M-AAA)

Seminole County Board of County Commissioners

By Dee A. Harris By \_\_\_\_\_

Name: Dee A. Harris

Print Name \_\_\_\_\_

Title: Director;  
Visual Arts and Humanities

Title \_\_\_\_\_

Date September 18, 2007

Date \_\_\_\_\_

*Approved as to form and  
legality  
C. Williams  
Asst. Cty. Attorney*

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

The following information is required for reporting to federal and state agencies. Please confirm accuracy.

U.S. Congressional District No: 7  
State House District No: 35

County Name: **Seminole**  
State Senate District No: 22