

## Terms and Conditions

The NASA Exhibit Program includes the NASA Exhibit Outreach Program, Exhibit Loan Program and the Artifact Outreach Program.

NASA Outreach Program – designed to place NASA exhibits proactively at events which help us educate and inform the general public about NASA’s achievements. Our goal is to seek diverse and non-traditional audiences throughout the Nation and excite visitors with interactive displays, models, artifacts, presentations and participatory demonstrations with NASA staff. Generally, the following guidelines are set forth for NASA involvement in an event:

1. The event must be professional, trade, civic, educational or public service in nature. Participation will be evaluated to ensure that the requester does not benefit commercially or give unfair commercial advantage by NASA’s presence.
2. The requester will assume all onsite and transportation costs or negotiate an agreement with NASA Headquarters or Center PAO.
3. There must be no admission fee for the NASA exhibit. Although a NASA exhibit may be part of a larger exposition which charges an admission, such as a State Fair, but NASA can never be the major attraction or be a separate admission for the NASA exhibit.
4. Events that are for a very short duration generally are not considered and must be evaluated on a case by case basis using factors such as availability, nature of the event and willingness of the sponsor to assume all costs.
5. Sponsors are requested to submit an evaluation of the NASA exhibit on the NASA exhibit webpage.

If you are interested please contact:

Jim Hull  
Exhibit and Artifact Manager  
NASA Headquarters  
Jim.hull@nasa.gov

NASA Exhibit Loan Program – the terms and conditions for this program are found on the Loan Application Form <http://www.nasa.gov/centers/marshall/news/exhibits/>

1. All questions on the, Exhibit Application should be completed. If a question is not applicable, the response should state that fact.
2. NASA exhibits are available for professional, trade, civic, educational, or public service events. Use of NASA exhibits must give no unfair commercial advantage. This criterion normally rules out individual businesses and advertising uses, but not events that public relations firms organize for public service or educational sponsors.
3. There must be no admission fee charged for a NASA exhibit. Although a NASA exhibit may be part of a larger exposition which charges an admission fee, such as a state fair, it may not be the major attraction of such an event.

4. NASA exhibit requests for fund raising events benefiting a single organization or events sponsored by religious or political groups, are normally not approved.
5. The sponsor assumes all shipping expenses to and from the place of exhibition.
6. The sponsor shall provide suitable labor to unload, uncrate, set-up and take-down, crate and load aboard the common carrier. All other expenses including property insurance, adequate indoor storage of empty crates, daily exhibit maintenance, utility hookup, shall be borne by the sponsoring organization.
7. Title to the NASA exhibit furnished by the Government shall remain in the Government. The sponsor shall maintain adequate property control records of the Government-furnished exhibit in accordance with sound business practice.
8. During the period the NASA exhibit is in the custody of the sponsor, the sponsor will pay expenses relating to its operation, including maintenance and repair. During this period the sponsor assumes the risk of, and is responsible for, any loss of, or damage to, the exhibit except for reasonable wear and tear. (The sponsor will contact NASA before effecting any repairs.)
9. The sponsor assumes responsibility for any liability, damages or injuries to persons or property arising out of or in any way connected with the sponsor's possession or use of the exhibit(s), and shall hold the Government harmless against any claims arising hereunder.
10. Federal law prohibits any member of, or delegate to the U.S. Congress, or Resident Commissioner, from sharing in or benefiting from this agreement.
11. When necessary, and at the expense of the sponsor, NASA will provide an Exhibits Specialist to supervise the uncrating, set-up and take-down of complex exhibits. The sponsor will be notified when it is necessary for an Exhibits Specialist to be on-site.
12. Compliance with the Civil Rights Act of 1964, as amended, will be required as it applies.
13. The sponsor may be required to carry insurance covering loss or damage to the exhibit(s), persons or property. The requirement of insurance and the minimum amount (if specified) will be shown in the Exhibit Loan Agreement. Insurance is required for exhibits loaned to state, county, municipal, and city entities, including organizations such as educational institutions established by those entities.
14. All exhibits shall be displayed indoors unless written exception is given. The specific location of exhibits will be agreed upon by the sponsor and NASA before the loan agreement is approved. Once finalized, approval must be granted by NASA before the exhibit can be moved to another location.

15. The sponsor shall not assign to another person or entity this agreement or any part of the rights under this agreement, except as otherwise agreed to by the United States in writing.

NASA FORM 1428

NASA Artifact Outreach Program – a new way for qualified non-profit educational organizations to obtain NASA hardware used in aeronautics, science and space programs to help inspire students and visitors to science centers and museums.

This is a new program initiated in 2009. Interested parties should visit [www.nasa.artifacts.gov](http://www.nasa.artifacts.gov) to learn more about the program and items available for request.

In addition, some artifacts are available for short term loans and are included in the Exhibit Loan Program.