4-19-1962

Smithsonian Art Exhibit and Rhode Island State House and Providence City Hall (1962): Correspondence 04

Penelope Billings

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April 19, 1962

Miss Isabell Leeds
Research Assistant to
Senator Claiborne Pell
410 Federal Building
Providence 3, Rhode Island

Dear Miss Leeds:

Thank you for returning the agreement forms for the exhibition UNESCO WATERCOLOR REPRODUCTIONS. Concerning the partial payment of incoming shipment, we have made other arrangements. Therefore, it will not be necessary for your office to pay any of the transportation costs from Alabama.

However, each exhibitor is responsible for outgoing shipping charges, as stated in the agreement. Enclosed is the signed blue copy for your files.

Sincerely yours,

Penelope Billings
Penelope Billings
Traveling Exhibition Service

Enclosure
GENERAL INFORMATION

Cost

The RENTAL FEES indicated include all costs to the exhibitor, with the exception of prepaid shipping charges to the next point of showing. Prices listed here take precedence over all others previously quoted.

Length of Showings

Exhibitions are offered for three-week periods unless otherwise specified. Upon request, extended or double bookings may be arranged where possible.

Insurance

All exhibitions are covered by all-risk, wall-to-wall insurance, which is included in the rental fee. Condition reports are provided and should be filled out in detail and returned immediately upon unpacking of the exhibition.

Shipment

All shipments should be made via PREPAID RAILWAY EXPRESS or prepaid van, in accordance with shipping instructions prepared by the Schumm Traffic Agency, 26 Broadway, New York 4, New York. These instructions are sent out well in advance of the closing date and must be carried out promptly. In the event that they have not been received three days prior to closing, the Smithsonian Institution should be notified by wire.

Publicity

Relevant publicity material, including press releases and photographs, is sent out at least one month in advance of the opening date. Exhibitors are asked to credit the Smithsonian Institution in all displays, publicity releases, announcements, and catalogues, and to send copies of all such publications and press clippings to the Traveling Exhibition Service.

Conditions of Rental

In each case a signed contract is required in which the borrower agrees to exercise extreme care in handling and packing and to provide adequate protection against fire and theft. Release from this contract cannot be allowed unless notice is given at least two months prior to the scheduled opening date.

Requests

All requests and inquiries regarding exhibitions should be addressed to: Mrs. John A. Pope, Chief, Traveling Exhibition Service, Smithsonian Institution, Washington 25, D. C.

Bookings will be made in order of requests received, except where shipping distances would be excessive.
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<tr>
<th>Artist</th>
<th>Title</th>
<th>Publisher</th>
<th>Price</th>
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<td>Ku K'ai-Chih</td>
<td>The Admonitions of the Instructress in the Palace</td>
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<td>Beatrice Addressing Dante</td>
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<td>Joseph Zaritsky</td>
<td>Tel Aviv</td>
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**Names and Address of Publishers:**

- Benteli Verlag, Bern Bumpliz, Switzerland
- Galerie Berggruen, 70, rue de l'Université, Paris-7e, France
- Editions Euros, 73 bis, quai d'Orsay, Paris-7e, France
- Ganymed Press London Ltd., 10 and 11 Great Turnstile, London, W.C.1, United Kingdom
- Esther Gentle Reproductions, 51 Grove Street, New York 11, New York
- Daniel Jacomet & Cie, 20 bis, rue Bertrand, Paris-7e, France
- National Gallery, Trafalgar Square, London, W.C.2, United Kingdom
- New York Graphic Society, 95 East Putnam Avenue, Greenwich, Connecticut
- The Pallas Gallery Ltd., 28b Albemarle Street, London, W.1, United Kingdom
- Editions Pierre à Feu, Galerie Maeght, 13, rue de Téhéran, Paris-8e, France
- Die Piperdrucke Verlags-GmbH., Georgenstrasse 17, Munich 13, Germany
- Verlag Anton Schroll & Co., Spengergasse 37, Vienna V/55, Austria
- Guy Spitzer, 14, rue de la Boétie, Paris-8e, France
- Stedelijk Museum, Paulus Potterstraat 13, Amsterdam, Netherlands
- The Tate Gallery Publications, Tate Gallery, Millbank, London, S.W.1, United Kingdom
- Willard Gallery, 23 West 56th Street, New York 19, New York