

Host Considerations and Checklist

The American Academy of Orthopaedic Surgeons has prepared this checklist of considerations to assist those interested in hosting the Legacy of Heroes traveling exhibit. Hosts are expected to assume all responsibility for planning, managing and funding the costs associated with the exhibition, including freight transportation to/from the exhibition site, space, equipment, installation/de-installation, security, signage and insurance. Academy staff will provide quotations on transportation costs and consultative assistance upon request.

The full exhibition contains:

4 four-sided towers (Entrance/Exit with History) – each side is 2' x 7'

(NOTE: 2 of these towers contain DVD playback units which can be rented for \$300 per week)

14 three-sided towers (The WWII Veteran/Surgeons' Profiles) – each side is 2' x 7'

4 three-sided towers (The Surgeon's Story) – each side is 2' x 7'

It will take two people a full day to set up, and a full day to break down, the exhibit.

For more information, contact Sandra Gordon, Director, Public Education and Media Relations, 847/384-4030, gordon@aaos.org; or Addy Kujawa, 847/384-4033, kujawa@aaos.org.

- **Space and Installation**

- Size of area available? (Minimum – 800 sq. ft.; maximum – 1500 sq. ft.)
- Dates of exhibition and hours open?
- Cost of space?
- Does the facility have security personnel? Is it sufficient to protect exhibit?
- Is the lighting sufficient, or will additional lighting be necessary?
- Will the facility help promote the exhibit?
- Who will determine placement of the exhibit?
- If you are using DVD playback machines you will need electrical outlets. Provided?
- Are experienced personnel available to uncrate, install, remove and re-crate the exhibit?
Arrange for storage of empty crates?

- **Transportation**

- The weight of the full exhibition is 586 pounds and is packed in 7 crates.
- Federal Express 3 day may be the most cost effective and easiest shipper to utilize. Please research other shippers such as UPS, Logistics Freight (a UPS subcontractor), etc. to get cost comparisons for your specific venue.
- The average cost to ship the exhibit is \$1,500. This amount will vary depending on the distance from the prior exhibit location to your location.

- **Other Costs and Insurance**

- Costs are dependent upon facility expenses and available services, length of exhibition, and personnel/labor requirements. Expenses are the responsibility of host. Moderate grants may be available through AAOS.
- Exhibit must be insured for its full value (\$50,000) during transportation and exhibition.
- If you are renting the DVD playback units, remember to factor in that cost (\$300 each week) for the duration of the exhibit.