



## 2024 INSIDE|OUT Installation Agreement

This letter of agreement will confirm the participating site owner and DIA's commitment to the conditions of installation.

- a) A full-sized, framed reproduction of a work from the DIA's permanent collection will be produced at the museum's expense, using materials that are weatherproof and lightfast. Installation onto buildings will be performed by a licensed and insured sign contractor at the museum's expense, installation onto free-standing sign posts will be by DIA staff.
- b) Installations by sign contractor onto buildings will require anchoring the reproduction substrate with appropriate hardware. De-installation will also be performed by the same contractor, and includes remediation of mounting holes with materials specified by site owner in this agreement. The de-installed reproduction will remain the property of the DIA.
- c) Commercial general liability insurance during the period of exhibition will be covered by DIA underwriter (Lyman and Sheets Insurance Agency) with limits of insurance of \$1,000,000. each occurrence and \$2,000,000 annual aggregate.
- d) In the event of theft or vandalism, as budget allows, the DIA will replace or remove the reproduction at the museum's expense. Replacement will require approximately fourteen days from request to reinstallation. If for any reason the owner or municipality requests removal before the date specified in this agreement, the DIA will comply within five days, at the museum's expense.
- e) Cities and businesses involved in the project will be featured on a map on the DIA's website ([www.dia.org](http://www.dia.org)). They will also be connected to the DIA through our social networks, including our Facebook, Flickr and Twitter accounts. The project will receive recognition through our newsletter and various printed and electronic communications.
- f) The duration of installation is approximately from **May** through **October**, although individual installation/de-installation dates may vary based on owner's arrangements with DIA site manager.

**Community Contact:**

**Host Site:** Mackinac Island Public Library

**Contact Name:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Requested Installation Date:** May 2024 **Requested De-installation Date:** November 2024

**TO BE FILLED OUT BY DIA**



**Title of Reproduction:** "Mosquito Nets" 1908

**Artist/Culture:** John Singer Sargent, American, 1856-1925

**Dimensions:** 35 x 29 inches

**Location:** Public Library

**Installation Type:** Free Standing

**Special Mounting & Remediation Instructions :** Free standing; call Miss Dig prior to installation

**Name & Signature of Owner/Contact:**

**Name & Signature of DIA Project Manager:**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Ian Rapnicki, Public Affairs Officer, DIA

### **Free Standing**

All sites will need to be staked and reported to MISS DIG prior to installation. Free standing sites need 25-30 inches of in ground depth. The frame will be mounted to posts driven into the ground and secured with specialty hardware.

