

**Letter Agreement**

Permission for publication of collection materials in the SFO Museum, City and County of San Francisco (City)

**Name of Applicant (Contractor):** \_\_\_\_\_

**Organization or Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Description of publishing project:**

Author(s)/creator(s): \_\_\_\_\_

Title or description: \_\_\_\_\_

Publisher or sponsor: \_\_\_\_\_

Place of publication: \_\_\_\_\_

Date of publication: \_\_\_\_\_

Estimated press run: \_\_\_\_\_

Economic classification of project: \_\_\_\_\_

Nature of project: \_\_\_\_\_

**Identification of collection objects and required credit information for publication use:**

Item	Accession #	Description	Credit line(s)

**Copyright, trademark, patent rights:** City gives permission to photograph and/or publish photographs of materials in its collection solely as owner of the materials. City's permission neither includes nor implies permission of any copyright, trademark or patent rights owner, which permission must be obtained by Contractor. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of patent rights, copyright, trade secret or any of the proprietary right or trademark and all other intellectual property claims of any person or persons arising from Contractor's photographing and/or publishing photographs of materials in City's collection.

**Statement of responsibility:** I certify that the information on this form is correct and I accept the conditions of use. I am authorized to enter into this agreement on behalf of the above named organization.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount of payment:** \_\_\_\_\_ Paid by:  Cash  Check  Other

The Airport Commission, City and County of San Francisco, acknowledges payment in accordance with the conditions specified herein.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Blake Summers  
Director and Chief Curator