



Facility Report Form

For use with Limited, Moderate A and Moderate B class exhibitions

Institution:

Contact person:

Telephone Number:

Fax Number:

E-mail address:

Mailing Address

Shipping Address (please indicate if same as mailing address)

Contact person for shipping and installation issues (please indicate if same as above):

Name:

E-mail address:

Telephone Number:

Fax Number:

Indicate the most applicable heading and subheading:

- Museum (non-profit)
 - Art
 - Natural History/Science
 - History
 - General
 - Children's Museum
 - Other (specify)

- Cultural Organization
 - Library
 - Religious Facility
 - Civic Center
 - Fair Building

- College/University
 - Museum or Gallery
 - Student Center/Union
 - Library
 - Department

- Historical Society
- House
- Site

Other (specify)

	YES	NO
Does your organization have 501 (c) 3 status?.....	<input type="checkbox"/>	<input type="checkbox"/>
Does facility meet accessibility criteria of the Americans with Disabilities Act?.....	<input type="checkbox"/>	<input type="checkbox"/>
Is facility locked and secure after viewing hours?.....	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection according to local ordinance?.....	<input type="checkbox"/>	<input type="checkbox"/>
Space available for conducting: <input type="checkbox"/> Workshops <input type="checkbox"/> Lectures.....	<input type="checkbox"/>	<input type="checkbox"/>

**Please mark the appropriate answer for
the space in which you display temporary exhibitions.**

YES NO

- Is it a limited-access (no exterior doors) space?.....
- Is there a temperature control system active all the time?.....
- Can you provide temperature and humidity controlled crate storage?.....
- Is the gallery temperature maintained between 68-72°?.....
- Is the level of relative humidity maintained between 45% and 55%, with five percent or less fluctuation over a 24-hour period?.....

DON'T KNOW

- Can you provide supervision by guard, volunteer, student or receptionist inside the display space during visiting hours?
- Is the exhibition space locked after hours?.....
- Are eating and drinking ever permitted in the display space **or** during packing/unpacking?
- Is there a raised loading dock?.....
- Do sources of sunlight have UV filters?.....
- What type of lighting system is installed in the exhibition area? Please check all that apply.

Daylight

- | | |
|--|--|
| <input type="checkbox"/> Windows, Equipped with
<input type="checkbox"/> shades or drapes
<input type="checkbox"/> UV Filters
<input type="checkbox"/> No Windows | <input type="checkbox"/> Skylights, Equipped with
<input type="checkbox"/> Shades or Drapes
<input type="checkbox"/> UV Filters
<input type="checkbox"/> No Skylights |
|--|--|

artificial light

- | | |
|--|---|
| <input type="checkbox"/> Fluorescent Lighting
<input type="checkbox"/> Fluorescent Lighting with UV Filters | <input type="checkbox"/> Incandescent Lights, Stationary
<input type="checkbox"/> Incandescent Track Lighting
<input type="checkbox"/> Halogen Track Lighting |
|--|---|

- Do you have or can you borrow a light meter if necessary?
- Are you able to adjust light levels in your display space?
- If no, would you be willing to change bulbs to a lower wattage to adjust light levels?

- Who handles art objects? Please check all that apply.
- Trained staff only will unpack, install, de-install and pack the exhibition.....
- Trained staff can be called to supervise untrained volunteers when necessary.
- Only volunteers are available to handle art objects.

- Are you able to provide display furniture such as pedestals and vitrines?
- Pedestals, but not vitrines

- | | YES | NO |
|--|--------------------------|--------------------------|
| • Are you able to provide barriers for objects displayed on the floor or unframed wall objects? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you had a pest problem within the last 6 months?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| • Number of linear feet of wall spaces in temporary galleries: _____ | | |
| • Number of square feet of floor space in temporary galleries: _____
(If unsure how to calculate this, please call us at 1.800.473.3872.) | | |
| • For shipping of the exhibition, will you be able to use carriers or brokers recommended by ExhibitsUSA? | <input type="checkbox"/> | <input type="checkbox"/> |

Please fill out the following question if you wish to host a NEH on the Road exhibition:

Are you able to provide 4-5 people to help load, unload, install and deinstall the exhibition?...

Signature

Date

**Please return to: ExhibitsUSA, 2018 Baltimore Ave.,
Kansas City, MO 64108**

If you have any questions, please call 1-800-473-3872.

Registrar: ext. 216

Assistant Registrar: ext. 217

Exhibitor Relations Coordinator: ext. 209

Exhibitor Relations Assistant: ext. 208

Fax: 816/421-3918