



# nevadarts|council

## NEVADA TOURING INITIATIVE Traveling Exhibition Program Guidelines

Welcome to the Nevada Touring Initiative. This project of the Nevada Arts Council (NAC) is made possible with funding from the National Endowment for the Arts and through partnerships with cultural institutions throughout the region.

The Nevada Touring Initiative (NTI) has been designed to provide affordable programming in the visual and literary arts to communities throughout the state—in rural and urban settings. Serving the demographics and economy of Nevada, NTI is intended to both stimulate and complement local cultural activity.

NTI has two components: the **Traveling Exhibition Program** and the **Tumblewords Program**. Both components provide outreach and educational services that enhance visual arts exhibits or literary readings.

### INTRODUCTION TO THE TRAVELING EXHIBITION PROGRAM

The **Traveling Exhibition Program** delivers high-quality visual arts exhibits to communities throughout the state for an affordable fee. The cost includes rental of the artwork, installation and pick-up, insurance, and publicity and educational materials. NTI traveling exhibits feature an array of subjects and art forms, ranging from traditional Washoe basketry to landscape painting and contemporary sculpture. Featured exhibit artists have garnered national and international acclaim and include some of Nevada’s finest painters, sculptors, photographers and traditional artists. This program is designed to provide a meaningful and lasting visual arts experience for Nevada’s communities, large and small.

#### Exhibit Sponsors

An eligible sponsor can be any Nevada community-oriented, nonprofit organization with 501(c)3 status or currently registered as an agent of a governmental body (i.e., correctional institution, park district, college or public library), willing to undertake local responsibility for presenting NTI–Traveling Exhibition events. Sponsors may include local arts agencies, arts organizations, community centers, museums, libraries, and colleges.

#### The Cost

The exhibition rental cost is \$150 per exhibition. Approval of the application is based on the availability of the exhibit requested and program funding which is determined on a first-come, first-served basis.

#### Exhibition Installation

Fine art installation is a specialized area that is an art unto itself. It requires a foundation of technical skill in design, rigging, lighting, construction and preservation. An exhibit art installer must know the proper techniques for handling different types of materials—from three-dimensional sculpture to framed artwork. To ensure the safety and security of objects during handling, each exhibit is delivered and picked-up by the NTI Installer who provides professional art installation to sponsoring organizations (with the exception of professional museums and galleries.)

#### Exhibition Components

Each exhibition is available for six (6) to eight (8) weeks and includes:

- **Installation/Pick-up:** Exhibits are delivered by the NTI Installer. Exhibition installation is provided, with the exception of sponsors that are professional museums and galleries.
- **Insurance:** Artwork is insured under the State of Nevada’s insurance policy.
- **Publicity Materials:** Packet includes exhibition press releases, media contacts and three images with credit information.
- **Education Guide:** Includes interpretive and biographical information. The Education Guides are designed so that sponsors with no previous art training can effectively assist in teaching arts concepts.

# Traveling Exhibition Program Guidelines

## Wall Space Requirements

To prevent any damage or loss of the artwork, it is necessary that exhibition areas be as secure as possible. Please check each exhibit for specific space and exhibition requirements, as they do vary.

- Most exhibitions require approximately 70–100 linear feet of wall space.
- All walls should be prepared for hanging (patched and painted) and be clear of previous displays prior to the scheduled installation.

## Security Requirements

Although the State of Nevada insures the NTI–Traveling Exhibition artwork, the Exhibit Sponsor must give to objects borrowed the same care as it does comparable property of its own. Precautions must be taken to protect objects from fire, theft, mishandling, dirt, insects, and extremes of light, temperature and humidity while in the Exhibit Sponsor’s custody. Evidence of damage at the time of receipt or while in the Exhibit Sponsor custody will be reported immediately to NAC.

On each of the exhibition descriptions is a list of the security requirement and any special requirements. Below are the different levels of security requirements:

- **Low Security:** the minimum required for exhibitions, including: responsible supervision of artwork, careful handling, no direct sunlight and an exhibition space that is locked after hours
- **Medium Security:** required for many exhibitions of original art, including all the above conditions, plus: temperature control
- **Medium/High Security:** required for some exhibitions of original art, including all the above conditions, plus: security wires on all artwork and Exhibit Sponsor will provide a staff person who walks through the exhibition area every two hours to check on artwork

## Special Requirements

Some of the exhibitions have special requirements that are listed on the exhibition description; e.g., lighting requirements.

## Care of Exhibition Artwork and Crate Storage

Under no circumstances may the Exhibit Sponsor remove any artwork included in an NTI Exhibit from the designated exhibition space without prior written authorization from NAC. It is understood that all objects will remain in the condition received and will not be repaired, restored, cleaned or altered in any way without written permission from NAC. Exhibit Sponsors must store the exhibit crates in a safe place on site during the entire exhibition.

## BOOKING AN EXHIBITION

### STEP 1: Planning for a Traveling Exhibit

One of the goals of NTI–Traveling Exhibition Program is to increase audiences for visual arts events in communities throughout the state. During the planning stage, involve as many people as possible from your community. Rely on members from your group, committee or organization to bring at least one friend, family member or neighbor to view the exhibition.

Locate potential exhibition sites in your community with spaces that are supervised when open to the public and locked during closed hours. Check the size, space, and security requirements for each exhibition as noted on the List of Exhibits page on the NAC website at [www.NevadaCulture.org](http://www.NevadaCulture.org). Determine which exhibitions are appropriate for your community—consider your target audience and your organization’s mission. Select an Exhibit Sponsor who will be the local contact person responsible for facilitating the different components of the exhibition installation with the NTI Program Staff.

### STEP 2: Application Process

Check the Traveling Exhibition Schedule on the NTI website at [www.NevadaCulture.org](http://www.NevadaCulture.org) to see what exhibits are available. Applications for the Traveling Exhibition Program must be made at least three (3) months in advance of the planned exhibit. Exhibits must be booked for six to eight weeks and a sponsor may request up to three (3) exhibits per year. Approval of the application is based on the availability of the exhibit requested and funding, which is determined on a first-come, first-served basis.

# NEVADA TOURING INITIATIVE

## Traveling Exhibition Program Guidelines

Once your organization selects your preferred exhibit, the Exhibit Sponsor will fill out an NTI–Traveling Exhibition Application listing the exhibit and indicating specific dates for a six- to eight-week display period. New Exhibit Sponsors must also fill out a Facilities Report, which gives NAC an overview of the exhibit site’s security and space requirements. Complete the Facilities Report and mail it with the Traveling Exhibition application to NAC as soon as possible. Fax the NTI–Traveling Exhibition Application to 775.687.6688 to reserve an exhibit then mail the original application form to us at the Nevada Arts Council.

After NAC has approved the exhibit dates, NTI Program Staff will send the Traveling Exhibit Sponsor a NTI Sponsor packet that includes:

- Sponsor’s Final Report
- Viewer’s Evaluation Forms
- Rental Invoice Form

Sixty days (60) before the exhibit opening, the Exhibit Sponsor should return the Rental Invoice Form with a payment made to the NAC Traveling Exhibition Program. **NAC can not install the exhibit until it receives the rental payment.**

Upon receipt of the Rental Payment, the Exhibit Sponsor will receive a Publicity and Education Packet, including hard copies and a CD of the publicity materials including:

- Three Images of exhibit artwork.
- A Press Release describing the exhibit.
- Logos to be used on publicity materials.
- Two Education Guides to be used with educational groups or as gallery notes.

### STEP 3: Pre-Installation Preparations

Before the exhibit installation date, the Exhibit Sponsor begins to work on the following:

1. The Exhibit Sponsor must prepare all exhibit walls for installation; i.e., patched, painted, and remove all previously exhibited artwork. The NTI Installer will not be responsible for removal of any artwork that does not belong to the NTI Program.
2. Publicize the exhibition to the media, community members and local government officials. Acknowledge the appropriate agencies and organizations as outlined in the Traveling Exhibition application.

### STEP 4: Outreach/Educational Activities

Exhibit Sponsors are required to coordinate at least one community outreach and/or education activities to bring in community members to view the exhibition. For example, you might invite a local senior group or members of the local Rotary Club or Chamber of Commerce for a special tour of the exhibit. Use the Education Guide or Gallery Notes that NAC provides to help enhance the experience of community members including K-12 grade students while viewing the exhibitions. Teachers and/or volunteer tour guides are encouraged to adapt information in the guide or gallery notes to the instructional skills of students viewing the exhibit.

We also strongly encourage Exhibit Sponsors to host an opening for each exhibit. It’s a great way to generate publicity and enthusiasm for the exhibit and your organization or facility. Invite legislators and community leaders to the exhibition opening so they can experience first hand the results of public funding the arts.

On the Final Report, please provide NAC with information about your outreach activities, including dates and times. Throughout the exhibit document the various activities by photographing different groups viewing artwork or participating in outreach programs.

### STEP 5: Installation & Exhibition

The NTI Program Staff will coordinate the installation/pick-up times and dates with each Exhibit Sponsor. Once the timeline is confirmed, the NTI Installer will work with the Exhibit Sponsor during the installation and pick-up. The Exhibit Sponsor must provide a staff person to help the NTI Installer load and unload the van, and hang the artwork. This person must be available during the entire exhibit’s installation and de-installation process. During the installation and pick-up, the Exhibit Sponsor and the NTI Installer will review the artwork and approve the Condition Reports for each piece of artwork. The Exhibit Sponsor is responsible for storing the exhibit crates.

# NEVADA TOURING INITIATIVE

## Traveling Exhibition Program Guidelines

### **STEP 6: Final Reporting**

Forty-five (45) days after the exhibition closes, the Exhibit Sponsor must submit a Sponsor's Final Report. NAC uses this information to evaluate the program, and it provides vital statistical information for our grant and legislative reports. Submit the following to the NAC Carson City office:

1. Sponsor's Final Report
2. Viewer's Evaluation Forms
3. Exhibition Publicity Packet, including:
  - 2 copies of all exhibition press coverage. Please include the publication's name and date.
  - Samples of your institution's final printed materials such as announcements and invitations, programs, or publications. 2-3 copies of each would be appreciated, if possible.
  - Documentation (photographs or digital images of the installation, events, programs, and visitors) of your exhibition. Please provide as many "actionshots" as possible including images of school groups, etc. Digital images should be 300 dpi or higher. Images should be at least 3" x 3".

Please make sure that the Nevada Arts Council has the right to reproduce the images you send us as we often use them in reports and publications. Any digital files may be emailed to [NTI-Associate@nevadaculture.org](mailto:NTI-Associate@nevadaculture.org).

### **Nevada Arts Council Assistance**

NAC staff can guide both new and experienced sponsors through the steps necessary to present rewarding community arts events. Staff can provide information and technical assistance in such areas as planning, publicity and audience development. Please call the Nevada Touring Initiative Associate at 775-687-7108 or send an email to [NTI-Associate@nevadaculture.org](mailto:NTI-Associate@nevadaculture.org).



# NEVADA TOURING INITIATIVE Traveling Exhibition Program Application

Please read the NTI–Traveling Exhibition Application Guidelines before filing out the application. Sponsors must apply at least three (3) months in advance and each exhibit must be booked for eight (8) week time period. Approval of the application is based on the availability of the exhibit requested and program funding which is determined on a first-come, first-served basis. New exhibit sponsors will also have to fill out the Facilities Report on page 7–9.

To reserve your desired exhibit, fill out the two page application, fax it to the NAC office at 775-687-6688, and then mail original, signed application to NAC Carson City office.

## APPLICANT INFORMATION

Traveling Exhibition Sponsoring Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## APPLICATION QUESTIONS

Title of Exhibit: \_\_\_\_\_

Exhibit Dates: (Opening) \_\_\_\_\_ (Closing) \_\_\_\_\_

Preferred Date for Exhibition Installation: \_\_\_\_\_

Preferred Removal Date for Exhibition Artwork: \_\_\_\_\_

Physical Exhibit Site Address (*attach driving directions/parking directions to exhibit site*):  
\_\_\_\_\_

I understand that all Exhibit Sponsors are required to have at least one staff person to help with install and de-install exhibits. This person is required to be present during the entire installation and de-installation process.

Helper's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibit Sponsors must fill out an Exhibit Facilities Report. Please check one of the following:

- New Exhibit Sponsor – Facilities Report Attached
- Previous Exhibit Sponsor – Facilities Report on File

Exhibit Rental Cost:

I understand that the exhibition rental cost is \$150 per exhibition and payment must be submitted to NAC at least sixty (60) days prior to exhibit opening.



**TERMS AND CONDITIONS**

**All NTI-Traveling Exhibit Sponsors are required to read and adhere to the Terms and Conditions listed below:**

**Exhibition Artwork**

**1. Preservation of NTI-Traveling Exhibition Artwork**

- A. The State of Nevada insures the NTI-Traveling Exhibition artwork, However, the Exhibit Sponsor must give to objects borrowed the same care as it does comparable property of its own. Precautions must be taken to protect objects from fire, theft, mishandling, dirt, insects, and extremes of light, temperature, and humidity while in the Exhibit Sponsor's custody. It is understood by the Nevada Arts Council (NAC) and Exhibit Sponsor that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
- B. Evidence of damage at the time of receipt or while in the Exhibit Sponsor custody will be reported immediately to NAC.

**2. Exhibition Space, Installation and Condition Reports**

- A. Before the exhibition installation, the Exhibit Sponsor must prepare all exhibits walls for installation i.e. patched, painted, and remove all previously exhibited artwork.
- B. NTI Installer will not be responsible for removal of any artwork that does not belong to the NTI Program.
- C. The Exhibit Sponsor must provide a staff person to help the NTI Installer unload and load the van, and hang the artwork. This person must be available during the entire exhibit's installation and deinstallation process.
- D. The Exhibit Sponsor will review the condition of exhibit artwork and fill out the Exhibit Condition Reports with the NTI Installer at the installation and exhibit de-installation of the exhibit.

**3. Care of Exhibition Artwork**

- A. Under no circumstances may the Exhibit Sponsor remove any of the exhibit artwork from the designated exhibition space without prior written authorization from NAC.
- B. It is understood that the objects in the exhibition will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without written permission from NAC.

- C. Exhibit Sponsors must store the exhibit crates in a safe place at their site during the entire exhibition.

**4. Return of Exhibit**

- A. Less otherwise agreed in writing, the exhibition loan terminates on the date specified on the face of this application.
- B. When the exhibit is returned, NAC will send the Exhibit Sponsor a receipt form. If NTI form is not signed by the Exhibit Sponsor and NTI Installer, the NAC shall not be responsible for any damage or loss.

**Credit Language Requirements**

The NTI-Traveling Exhibition program is available to Nevada communities with funds provided by the National Endowment for the Arts and the Nevada Arts Council. The exhibits have been curated by different organizations. Sponsors must clearly acknowledge their support in all NTI-Traveling Exhibition publicity materials and media announcements, both audio and visual. Acknowledgement should be given verbally before exhibit activities, and/or in text and graphically by using the logos, included in the publicity packet.

**Community Outreach Program Requirements**

During the scheduled exhibition, Exhibit Sponsors are required to coordinate at least one community outreach and/or education activities to bring members of their community in to view the exhibition.

**Exhibit Rental Payment & Final Reporting Requirements**

Sixty (60) days prior to the opening of the NTI-Traveling Exhibition activities, the Exhibit Sponsor agrees to make a payment to NAC for the exhibition rental. Forty-five (45) days after the completion of the NTI-Traveling Exhibition activities, the Exhibit Sponsor agrees to send the following to the NAC:

- 1. Final Report
- 2. Viewer evaluations
- 3. Exhibition Publicity

**The NTI-Exhibition application serves as a written agreement between the Nevada Arts Council (NAC) and Exhibit Sponsor. I have read and agree to the Traveling Exhibition Program Terms & Conditions outlined above.**

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE, TITLE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
NAME OF SPONSORING ORGANIZATION

**REMINDER:** Make a copy of this application for your files. Fax completed application to the NAC office at 775-687-6688, then mail original signed application to:

Nevada Touring Initiative, Nevada Arts Council, 716 N. Carson Street, Suite A, Carson City, NV 89701



## NEVADA TOURING INITIATIVE

## Traveling Exhibition Program Facilities Report

*(New sponsors only)*

**Each new Exhibit Sponsor is required to submit a completed Facilities Report and a floor plan of their exhibition space. This information will be kept on file at the Nevada Arts Council office for three years.**

Date \_\_\_\_\_

Title of Organization \_\_\_\_\_

Name of Exhibition Gallery Space \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

General phone number  
for gallery information \_\_\_\_\_

## 1. STAFF AND SECURITY

### A. Professional staff working with the exhibition (Director, Curator, Administrators, Art Specialist, etc):

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

### B. Volunteers working with the exhibition:

Name \_\_\_\_\_ Responsibility \_\_\_\_\_

Name \_\_\_\_\_ Responsibility \_\_\_\_\_

Name \_\_\_\_\_ Responsibility \_\_\_\_\_

### C. Security:

Are any guards employed?  Yes  No

If yes, how many?  Full-time  Part-time

If no, describe how your facility guards displayed artwork: \_\_\_\_\_

Do you employ a night watchman?  Yes  No

Person in charge of security:

Person/Title \_\_\_\_\_

Phone Number \_\_\_\_\_



## NEVADA TOURING INITIATIVE

## Traveling Exhibition Program Facilities Report

*(New sponsors only)***2. EXHIBITION FACILITIES** *(Please include a floor plan of exhibition facilities.)***A. Exhibition Area:** (If possible include pictures of the exhibition space)

Square footage of exhibition area? \_\_\_\_\_

Running feet of wall space in exhibition area? \_\_\_\_\_

Do you have locked display cases?  Yes  No

If yes, how many? \_\_\_\_\_ Dimensions \_\_\_\_\_ How are they lit? \_\_\_\_\_

**Lighting:** What type of lighting do you utilize in the exhibition galleries? ("x" all appropriate)

Daylight

 Windows  UV Filtered  UV filtered Incandescent

Fluorescent

 UV Filtered

Skylights

 UV Filtered  Equipped with shades or drapes

Incandescent

 Tungsten  Iodide  Quartz  Other (specify) \_\_\_\_\_**Building Materials:** What type of building materials were used for items listed below? ("x" all appropriate)

	Adobe	Brick	Concrete	Glass	Steel	Wood	Fabric/Carpet	Other (specify)
Exterior Walls								
Interior Walls								
Floors								
Ceilings								

**B. List all activities that take place in the exhibition area:** (Be specific.)

\_\_\_\_\_

**C. If the exhibition area is used for other activities, how are works of art protected or secured?**

\_\_\_\_\_

**3. PROTECTION****A. Fire.** Describe your fire protection system: \_\_\_\_\_

What type of fire extinguishers are used in the building? \_\_\_\_\_

Do you use a sprinkler system? (Please describe.)

\_\_\_\_\_

**B. Theft.** Do you have a burglar alarm system? (Please describe.)

\_\_\_\_\_



# NEVADA TOURING INITIATIVE Traveling Exhibition Program Facilities Report *(New sponsors only)*

## 4. SECURITY CONTROL

How many exterior doors open directly into the exhibition space? \_\_\_\_\_

Number of windows in your gallery? \_\_\_\_\_ Are windows barred or unbarred? \_\_\_\_\_

Do you have air conditioning or humidifying equipment?  Yes  No

If yes, describe: \_\_\_\_\_

Describe the heating system and type of fuel used in the building: \_\_\_\_\_

How close to works of art are heat ducts and radiators located? \_\_\_\_\_

How is your exhibition area lit? (natural light, fluorescent, incandescent) \_\_\_\_\_

## 5. STORAGE AND WORKSHOP SPACE

Crates are stored at your location; describe your storage space, and what is its size.

\_\_\_\_\_  
\_\_\_\_\_

## 6. PRESENTATION

How many temporary or traveling exhibitions do you present a year? \_\_\_\_\_

What institution(s) do you rely on most for your exhibitions? \_\_\_\_\_

## 7. EDUCATION PROGRAMMING

Are tours of your exhibitions offered regularly?  Yes  No

Please describe your tours.

\_\_\_\_\_  
\_\_\_\_\_

Who gives your tours?

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

This Facilities Report form must be completed and approved by the Nevada Arts Council prior to receiving any artwork from the Traveling Exhibitions Program. Please complete and return this form (with floor plan) as soon as possible:

Completed Facilities Report  Floor Plan (pictures if possible)

Include **Facilities Report & Floor Plan** with Traveling Exhibition Program application and mail to:

Traveling Exhibitions Program  
Nevada Arts Council  
716 North Carson Street, Suite A  
Carson City, NV, 89701

For Nevada Arts Council office use only: FY \_\_\_\_\_  
Date NAC Received \_\_\_\_\_ Date Sponsor filled out Facilities Report \_\_\_\_\_