

NTI Guidelines For Previous Sponsors

The Nevada Arts Council wants to thank our previous Exhibit Sponsors for your continued participation in our Nevada Touring Initiative -Traveling Exhibition Program. This program has been successful because of you and your community members.



Installation of NTI Exhibit *Making A Mark* at the Western Nevada College, Fallon Gallery

The Cost

The exhibition rental cost is \$150 (non-refundable) per exhibition which is due 45 days from the invoice date. 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.

Care of Exhibit Artwork & Crate Storage

Under no circumstances may the Exhibit Sponsor remove any artwork included in an NTI 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.



Geographical Divides: Finding Common Ground installed and Western Nevada College, Carson City

Have Questions?

Please call Stephen Reid, the Artist Services Specialist at 775-687-7108 or send an email to sreid@nevadaculture.org.

Installation of Artwork

The NTI Install 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.

Community Outreach 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. Use the Gallery Notes to help enhance the experience of community members including K-12 grade students while viewing the exhibitions.

Hosting an opening for each exhibit is 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 firsthand the results of public funding the arts.



Installation of NTI-Exhibit, *Basin and Range* at the Beatty Museum and Historical Society. 5th Grade Students on a field trip from Las Vegas viewing a photo and listening to audio piece by Julian Kilker entitled *Annie and the Shaman*.

Final Reporting

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



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 pages 7-9.

To reserve your desired exhibit, fill out the two page application—print and sign, then:

a) Email to: sreid@nevadaculture.org. b) Fax to: 775.687.6688; or c) Mail to: Nevada Arts Council—NTI Application, 716 N. Carson St. Suite A, Carson City, NV.

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: _____

PLEASE REVIEW AND CHECK THE FOLLOWING

- 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 Sponsors must agree to the following:

- I understand that the exhibition rental cost is \$150 (non-refundable) per exhibition and payment must be submitted to NAC forty-five (45) days from the invoice date.
 I understand the forty-five (45) days from the last exhibition date, I will submit to NAC a NTI Final Report, Viewer's Evaluations and Publicity Materials

Traveling Exhibition Program Application

TERMS AND CONDITIONS

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

EXHIBITION ARTWORK

I. Preservation of 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.

II. Exhibition Space, Installation, & Condition Reporting

- 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 de-installation 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.

III. Care of Exhibition Artwork

- a. **IMPORTANT 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.

IV. Return of Exhibition

- a. Unless otherwise agreed in writing, the exhibition loan terminates on the date specified on the face of this application.
- b. When the exhibit is returned, Exhibit Sponsor will sign 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 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.

EXHIBITION RENTAL PAYMENT & FINAL REPORTING REQUIREMENTS

- a. A \$150 non-refundable payment for the exhibit is due forty five days (45) from the invoice date.
- b. Forty-five (45) days after the completion of the NTI-Traveling Exhibition activities, the Exhibit Sponsor agrees to send NAC a NTI Final Report, Viewer Evaluations and copies of the 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, or e-mail to the NTI program at sreid@nevadaculture.org or mail the original signed application to: Nevada Touring Initiative, Nevada Arts Council, 716 N. Carson Street, Suite A, Carson City, NV 89701