Idaho Bound Program Requirements:

- **Space Requirements**
  - All exhibits require a minimum ceiling height of 8’ and at least 400 square feet.
  - Local partners, in concert with IMNH exhibit staff, will make sure during the application process that there is enough space (including wall space for art hanging) for the exhibit.
    - IMNH exhibit staff will require:
      - Dimensions of space (Width, Length, and Height) or floorplan
      - Placement of electrical outlets and other fixtures that might affect object placement
      - Photos of space
      - Sample layouts, installation, and hanging guides will be provided.
  - Local partners are responsible for making sure the exhibit is installed and taken down properly.
    - Installation guides will be provided beforehand.
    - At least 2 staff or trained volunteers will be required for installation and takedown.
  - Local partners will be responsible for unpacking and repacking exhibits (installation guides will be provided and IMNH staff will be available to answer questions via phone, email, or Skype).
  - Local partners will be responsible for monitoring and maintaining exhibit while on display.

- **Shipping Requirements**
  - IMNH will make the shipping arrangements and coordinate with you, our local partners, to arrange delivery and pickup.
  - Local partners will be responsible for storing the exhibition crates in a safe, climate-controlled environment.
  - Local partners will be responsible for making sure exhibit is unloaded and loaded safely.

- **Marketing Requirements**
  - Local partners will be required to use the official IMNH courtesy line when advertising the exhibit.
  - Local partners will be required to hold an opening event, with accompanying marketing materials.
Reporting Requirements

- IMNH requires that local partners provide the following information within 14 days of the closing of the exhibit via the IMNH-provided digital form:
  - Visitor Count
  - List of Special Events and their attendance
  - Photos of the installation in your space
  - Any direct feedback or comments you receive about the exhibit (IMNH recommends using at least a physical comment book)
- IMNH also requires permission to use this reported data to convey program impact for internal use and with external audiences.