



Idaho Museum of Natural History

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.



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- 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.