



Host a Regional Touring Exhibition

(Note: Specific exhibition details are on the [website](#))

Information needed from host institution:

- Host contact to schedule at least two months in advance of the desired date
 - Each show will ideally stay with each institution for a total of eight weeks
- Use "RTEX Scheduling [Name of Show] [Name of Vendor]" as an email subject
- Exact dates you'd like to schedule already determined
- Provide main contact on staff at the hosting venue and the full name of the venue
- Provide current shipping address, phone number, and email
- Returned signed forms no later than one month before scheduled ship date

Host Institution Facilities Requirements:

- Must be a public entity or public serving library, school, community center, gallery or museum
- Solid walls for hanging artwork safely with access to proper hardware
 - See Installation Guide document for details
- Room or exhibition space with no direct sunlight on the walls used for hanging
- Room or exhibition space is indoors, completely protected from outside elements
- A no food/drink/animals/ink pen policy enforced where artwork will be displayed
- Secure room or exhibition space to hang the artwork (can be locked at night or after hours)

Additional Host Institution Requirements:

- Enough members of staff to safely manage the weight and bulk of the crated artwork.
 - Recommend minimum of two people per crate, or approx. 50 pounds per person.
- Willingness to hang the entire exhibition, including the text panel, in the recommended order
- The ability to pay the full price of the shipping for the exhibit one way
 - The amount varies by distance and exhibition
- The ability to fill out the condition reports for the exhibition; if any issues arise, please contact the University of Wyoming Art Museum Collections Manager as soon as possible
- Knowledge of proper art handling techniques, or local resources who can assist
 - See RTEX Handling Guidelines for details

Desired Attributes of Exhibition Space

- Enough linear feet to display the entire exhibition (varies by exhibition, see website for details)
- Environmental control of the room within the AAM Guidelines (+/- 5% humidity and +/-2 degrees Fahrenheit temperature fluctuations)
- Clear lines of site so local staff can monitor all artwork on view throughout the day