

# USGS Exhibition Permission Form

Name of artist or group contact \_\_\_\_\_

Name of group (for group shows) \_\_\_\_\_

Phone and email for artist or group contact:

\_\_\_\_\_

Set up date and time: \_\_\_\_\_ # of tables and chairs needed \_\_\_\_\_

Take-down date and time: \_\_\_\_\_

Date and time of reception (if planned) \_\_\_\_\_

# of chairs, tables or easels needed for reception \_\_\_\_\_

(Artists must leave area clean after reception)

Will you have a gallery talk? (must arrange in advance with  
Fine Arts Committee for a room) Y N date and time: \_\_\_\_\_

Is loading dock access needed? Y N

Names of assistants \_\_\_\_\_

\_\_\_\_\_

Can your art be displayed in accordance with specifications and guidelines? Y N

If not, how do you propose to hang it?

**I understand that no marks of any kind may be made on the walls by my assistants or me, and I will adhere to the Art Specifications and Hanging Guidelines.**

\_\_\_\_\_

(please sign or type in your name and date)

Email form to Martha Scholl [mascholl@usgs.gov](mailto:mascholl@usgs.gov) and Susan Miles [slmiles@usgs.gov](mailto:slmiles@usgs.gov) three weeks prior to the show, or send by mail to Susan Miles, USGS, 301 National Center, 12201 Sunrise Valley Dr., Reston, VA 20192