



APPLICATION FOR EXHIBITION/DISPLAY AT THE UTAH STATE CAPITOL

Thank you for your interest in providing an exhibition/display at the Utah State Capitol. Please complete and submit this application form in order to have your request considered. We look forward to reviewing your application.

Preference will be given to those proposals that encompass the following: the history of Utah, including being associated with events, persons or cultures of historical significance both while as a State and prior periods; the history of the Capitol; the natural beauty of the State of Utah; the industry of the State of Utah; government and civics; and/or art, artifacts, and fabric relating to the Capitol.

Applicant contact information:

- Name: _____
- Address: _____
- Telephone: _____
- E-mail: _____

Proposed dates:

- Installation date(s): _____
- Start date: _____
- End date: _____
- De-installation/removal date(s): _____

Please provide your answers to the below questions in a separate document and attach:

1. Describe the proposed location.
2. Describe the exhibition/display including subject matter, number and size of items/components. Please include a schematic, photograph, and/or any supporting visual aids.
3. Describe how the exhibition/display will benefit the interests of the State of Utah.
4. Explain how the aesthetics, historical significance, art and architecture of Capitol Hill will be preserved or enhanced if such request is approved (please note requests must follow community standards of morality).
5. Verify the exhibition/display meets the criteria of the Capitol Hill Complex Facility Use Rule R131-2.
6. Describe any routes of access needed for the installation and removal of the exhibition/display and how the Utah State Capitol Complex and its grounds will be protected.
7. The Capitol Preservation Board will not be responsible for any cost associated with the proposed exhibition/display at the Utah State Capitol, and its contents.
8. Please provide the monetary value of the exhibition/display.
8. Insurance for the full value is to be provided by the applicant for the duration of the exhibition/display installation, exhibition period, and de-installation/removal. The Executive Director reserves the right to require additional insurance. Please provide insurance information.



E-mail Application: to both capitolscheduling@utah.gov and to the Capitol Curator Stephanie Angelides at sangelides@utah.gov.

Administrative Application Fee

There is a \$10 Administrative Application Fee that is to be satisfied when the Application for Exhibition/Display is submitted.

Payments can be made with cash, check payable to Capitol Preservation Board, Visa, MasterCard, or American Express, either by phone to Capitol Scheduling tel. 801-538-3074, or in-person in the Capitol Preservation Board office suite 120 of the State Capitol.

Application is at the applicant's own risk, including costs and expenses for applying.

Next Steps

Once the application is approved, the applicant will be required to execute a contract. Thereafter, content, design, and text, must be approved by the Capitol Preservation Board office prior to any manufacturing or installation.

Thank you!

Applicant's Signature: _____ **Date:** _____

Capitol Preservation Board:

- **Receipt of Application, Received by:** _____ **Date:** _____
- **Administrative Application Fee Satisfied, Received by:** _____ **Date:** _____