



## Minnesota Landmarks Exhibit Inquiry Form

Applicant/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Exhibit Title: \_\_\_\_\_

*(if unsure, note it is "to be determined" and see note \* below)*

Preferred Exhibit Dates: \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_ Size of Exhibit (s.f.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Programming Activities Related to Exhibit:  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit Set-up Needs:  
\_\_\_\_\_  
\_\_\_\_\_

Special Arrangements:  
\_\_\_\_\_  
\_\_\_\_\_

**Please include 4 high resolution images with your inquiry form.**

### Guidelines and Rules regarding Exhibit Use at Landmark Center:

- \*Minnesota Landmarks, through the Gallery Manager or designated program staff, retains the right to approve or decline proposed exhibit inquiries to ensure alignment with its mission and cultural programming objectives.
- Exhibition dates, including installation and removal, will be determined in mutual agreement between Minnesota Landmarks and the exhibitor(s).
- All promotional materials (e.g., flyers, gallery signage, posters) will be designed and produced by Minnesota Landmarks.
- As curator, Minnesota Landmarks reserves final approval over all exhibition content.
- Installation of the exhibit will be coordinated and executed by the Gallery Manager and/or program staff in collaboration with the exhibitor(s).
- All artwork must be exhibition-ready (e.g., properly framed, mounted, or otherwise prepared) by the agreed-upon installation date.
- Exhibitors are strongly encouraged to secure insurance for their artwork, as the gallery space is unsecured and Minnesota Landmarks/Landmark Center does not provide coverage for theft or damage. If additional security is desired during public viewing hours, it is the sole responsibility of the exhibitor to provide it, either through personal attendance or other arrangements.