

creative direction | project management | experience development | traveling exhibitions

TRAVELING EXHIBITION INSTALLATION QUESTIONNAIRE

**Organization Information**

ORGANIZATION NAME:

EXHIBITION:

COMPLETED BY (NAME, PHONE, EMAIL):

DELIVERY ADDRESS:

**Gallery Details**

Please answer these questions as they apply to the specific gallery where you intend to install the exhibition:

1. Square footage of Temporary Gallery:
2. Ceiling height:
	1. Obstructions:
3. Floor load capacity:
4. Power:
	1. Number of circuits available in the temporary exhibit gallery? # Amps?
	2. Location of power (ceiling/wall/floor)
5. Type of flooring in gallery:
	1. Is floor level? Describe any defects:
6. Can items be hung on walls or suspended from ceiling?
7. Describe lighting in gallery:
	1. Are lights dimmable?

**Load In**

1. Number and Height of Loading Docks:
	1. Can you accommodate a 53-foot tractor-trailer?
2. Size of Freight Elevator (if needed to get from loading dock to exhibit gallery):
	1. Capacity of Elevator:
3. What are the smallest dimensions leading from loading dock to exhibit gallery?
	1. Smallest Width:
	2. Smallest Height:
	3. Smallest Length:
4. Do you have a forklift available for unload and install? Capacity:
5. What is the maximum crate size you can handle?
	1. Are there other options for bringing in larger components?

**Staffing**

1. Does staff normally walk through gallery to turn on exhibits or is this done remotely?
2. How much time does your staff expect to spend on exhibit maintenance each week for a temporary exhibit?

**Drawings**

1. Please include scaled drawings of:
	* Pathway from the unloading area to the temporary exhibit gallery
	* Temporary Exhibit gallery space
	* Label at least 2 dimensions, all obstructions, primary entrances and exits, location of power, and emergency exits.