

## Reserve Gallery Showing Policy

To be consistent with requests by artists and allow staff to prepare for special showings, the KRMB adopts the following policy:

1. The Education and Tourism Committee (Committee) will oversee gallery showings at the Kickapoo Valley Reserve (KVR) and will make recommendations to the Kickapoo Reserve Management Board (KRMB) on who will host shows and what is shown.
2. Shows will be limited no more than two per year and only considered in the off-season/shoulder season to accommodate the building and staff workload. Any exception will have to be approved by the Committee, and KRMB.
3. Art Show space will be in the meeting room, the stone wall entering the meeting room and the walls outside the classroom.
4. Show material/subject matter will be related to the KVR and/or the Kickapoo Valley watershed.
5. Show duration will be a minimum of two weeks and a maximum of six weeks. Duration will be agreed upon in advance by the Artist, person or group putting on the Show and the Committee.
6. Exhibits will not interfere with the normal activities of the Visitor Center.
7. Those putting on the show may offer their work for sale. However, anything having to do with sales will be the responsibility of the artist, group or persons putting on the show. The KVR staff will not assist in any way with sales. If the Artist(s) wants to partner with the Friends of the KVR for sales it would be their responsibility to make such arrangements. Sales will be subject to a 20% commission which will go to the Friends of the KVR. If the artist chooses not to partner with the Friends of KVR, a flat fee of \$100/week facility fee will be charged by the KRMB.
8. Set up and take down will be the responsibility of the Artist with the assistance of at least one KVR staff person to ensure the hanging system is properly utilized.
9. Publicity will be the responsibility of the Artist or group putting on the show. If the show is a cooperative effort as determined by the committee, the KVR will promote via usual outlets and social media.
10. Artist should submit an image and/or sample(s) of what they intend to show or exhibit, dates requested, and duration of show requested at least two months in advance: Kickapoo Valley Reserve, S.3661 State Highway 131, La Farge, Wi. 54639; [Kickapoo.reserve@krm.state.wi.us](mailto:Kickapoo.reserve@krm.state.wi.us) .

Any questions can be directed to the Committee or Executive Director: 608-625-2960.

Approved unanimously by KRMB 9/27/2018