

# Local Society Gallery at the Vermont History Museum

## Exhibitor Application



Applications will be reviewed by committee and slots assigned a minimum of 6 months in advance if possible. Potential exhibitors may be asked to provide further information if needed to assist in making assignments.

### Primary Organization Information:

Name:

Address:

Phone:

Website:

Primary Contact Person (*name, phone, email*):

Secondary Contact Person (*name, phone, email*):

Do you have a physical location? If so, please describe briefly

Briefly describe organizational mission and programming

Briefly describe recent/current exhibits or displays. Include 2-4 photos if available and/or links to online materials.

Name(s) of any other organizations participating in this exhibition:

## Exhibit Information

Title/General Theme of Exhibit:

Desired exhibit slot *(If more than one selected, please indicate top choice)*. Please note that 2026 exhibits will be themed to the 250th.

Aug-Dec 2025       Jan-Apr.2026       May-Aug 2026      Sept-Dec 2026

Top Choice:

Briefly describe proposed exhibit content *(it could include details such as proposed objects, time period, geography, scholarship/themes, etc.)*

Has the exhibit been displayed already at your organization or elsewhere? If so, please describe briefly.

Does the exhibit cover one or more of the three organizing themes of Freedom & Unity *(Who are Vermonters? What is wise use of the Land? How do you foster a Democratic society?)*

Why did you choose this theme/topic? What is the historic significance for your community and for Vermont as a whole?

What are your overall goals for this exhibit at VHS?

## General Information

The following are general requirements for all exhibitors. By submitting this application you understand and agree to these requirements.

- Exhibitors will work with VHS staff to find mutually agreeable dates and times for exhibit delivery, installation & takedown.
- Exhibitors will be required to publicize their exhibit via any social media, website/online, print or other media channels that they normally utilize. Exhibitors may be asked to provide materials to VHS for publicity purposes before or during the exhibit.
- VHS Staff will have final approval for label copy, exhibit layout, objects, and any associated programming.
- Objects must be in good condition and should have appropriate hardware/mounts for display. They should also be owned by the organization. If any objects are used that are not owned by the Exhibitor, they must provide valid and current loan documentation for those objects which specifically indicates that off-site exhibition is allowed.
- Further information and details on available display cases, exhibit hardware/hanging, and installation are available upon request.



# Local History Gallery at the Vermont History Museum

The Vermont Historical Society has dedicated an exhibit gallery at the Vermont History Museum in Montpelier to the presentation and celebration of local history. Working with local historical societies and museums to create and present changing exhibitions that showcase collections and stories that cover the width and breadth of Vermont's diverse historic landscape.

## Planning Your Exhibit

We hope that the Local History Gallery promotes local historical societies, provides extra insight into our shared history, and encourages quality exhibit scholarship and creation. To that end, organizations are encouraged to create exhibits which may:

- Highlight a unique feature or event for that community
- Present local history in wider historic context
- Touch on broad VT history topics to bring local perspective to: Industry, Environment/Nature, People, Rural Life, Landscape/Community Change, Transportation, etc.
- Use one or more of the three organizing themes currently in the Freedom & Unity exhibit: Who are Vermonters? What is wise use of the land? How do you foster a democratic society?
- Do not focus on an individual without placing that person within a wider historical context.
- Timeline exhibits will not be considered (though a small timeline within an exhibit is ok)

Exhibits will be on display for six months (currently February-July or August-January) in the Gallery and collaboration is welcome! Multiple organizations may join forces on an exhibition based on a common theme or topic. One organization, however, must serve as a primary contact. We encourage you to contact VHS with any and all questions early in the process to ensure success.

## The Exhibit Space

The Gallery is a rotating exhibit space in the center of our award-winning Freedom and Unity exhibition at the Vermont History Museum in Montpelier. It has:

- Approximately 500sqft of open space
- A variety of display cases with Plexiglas bonnets, as well as platforms/pedestals may also be available
- Approximately 75' of fixed wall space for hanging works, with a rail hanging system. Additional movable walls may also be available.
- Flexible track lighting system utilizing LED bulbs

A basic floorplan is available upon request. We encourage you to discuss exhibit furniture, layout and space needs with VHS early in your design process to help determine what will or will not work best for your exhibit.

## Selection Process & Application

With over 190 historical organizations in the state, we anticipate multiple requests to exhibit at one time. Potential criteria for selection may include:

- Geographic diversity
- Current/ongoing original exhibit design & creation at the organization
- Topical diversity & relevance

Once selected for exhibition, Organizations will be required to sign a memorandum of understanding with VHS which will outline project parameters and requirements for both parties. A sample agreement is available upon request. All costs related to the creation, installation and transportation of the exhibit are the responsibility of the exhibiting organization, unless otherwise agreed upon.

In general, applications to exhibit are due approximately 8 months prior to exhibit installation, and exhibitors will be chosen by committee at least 6 months prior to installation date. You do not have to apply for only one exhibit slot. It is our hope that we can work with all interested exhibitors to eventually have their exhibit in the Gallery.

## The Fine Print

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A few details to keep in mind when planning and committing to an exhibit:

- Objects or other exhibit items need to be in good condition and able to withstand being on display for six months. Organizations will be required to submit an inventory & basic condition reports for all objects at installation time. If any objects are used that are not owned by the organization, they must provide valid and current loan documentation which specifically indicates that off-site exhibition is allowed.
- VHS will provide on-site insurance coverage for the exhibit while on premises. VHS reserves the right to request supplemental insurance coverage borne by the exhibitor if needed for high-value or high-liability items.
- Size & weight limits: Items must be able to fit safely through a 36" wide by 7' tall doorframe. Items weighing more than 125 lbs are discouraged.
- While VHS will make every effort to provide a safe and secure exhibit space, the room is not continuously monitored by staff/docents, and many (sometimes large) school groups go through the exhibit.
- VHS Staff will have final approval for label copy, exhibit layout, objects and any associated programming.

## Keys to a Successful Exhibit

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VHS and the exhibitor will work together to publicize the exhibit via normally utilized media channels. Exhibitors may be asked to provide publicity materials to VHS before or during the exhibit.

VHS will provide the space, time and basic refreshments for an exhibit opening event/reception. Additional reception or programming expenses will be borne by the exhibitor.

The exhibit will be open to the public during regular museum hours (normally Tuesday-Saturday from 10:00am-4:00pm). There is an admission charge for the museum, which includes the Local History Gallery. VHS will work with exhibitors as desired to welcome special groups or visitors to view the exhibit, and a limited number of complimentary passes will be available upon request.

## Let's Collaborate!

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We want to make this a collaborative and successful process for everyone, so please let us know if you have any questions, need clarification on any aspect of the program, or need assistance with potential exhibit development. For more details or further questions, please contact Community Outreach Manager Eileen Corcoran, [eileen.corcoran@vermonthistory.org](mailto:eileen.corcoran@vermonthistory.org), (802) 479-8522.