11/21/2016

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*Brooke Westlake*

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Nevada Commission For Women

C/O Nevada Department of Administration  
Director’s Office  
515 E. Musser St. Third Floor

Carson City, NV 89701

***Re:*** Invitation to display a temporary exhibit in the Nevada State Capitol Building in Carson City that recognizes the contributions of women in Nevada.

The Nevada Commission for Women was invited by Governor Brian Sandoval’s Office to oversee a display case on the second floor of the Nevada State Capitol which showcases the contributions of women in Nevada. The Commission’s role is to extend this public venue display opportunity to community organizations and identify, review and approve display proposals that meet the intent of the exhibit’s purpose.

Because there are so many ways to tell the story of women in Nevada, the exhibit will change regularly to allow several organizations each year the opportunity to showcase their recognition of women in Nevada. By way of this letter, your organization is invited to provide a proposal to describe your concept for an exhibit. This is an exciting project and the Commission looks forward to the opportunity to collaborate with your organization toward this effort.

Exhibit Purpose: The purpose of the exhibit is to recognizes the contributions of women in Nevada.

Exhibit Parameters:

* The theme, presentation, story of the exhibit must relate to women (past, present or future) and the State of Nevada.
* The exhibit must fit in a covered, free-standing display case and occupy a space 74” long, 38” wide, and 48” high.
* The exhibit can consist of paintings, books, photography, sculptures or other types of art forms or recognition of women in Nevada.
* Exhibitors must sign an “Incoming Loan Agreement” which protects the Commission for Women from liability.
* The Exhibitor will be responsible for all costs associated with creating, assembling and removing the display.
* Exhibits will be on display for 3 months. Exhibits will rotate on a quarterly basis each year.

Display Case:

The display has a Plexiglas protective cover which locks to the wooden, table top, base. It is located on the second floor of the State Capitol which is open to the public Mon. – Friday, 8 a.m. – 5 p.m. The building has 24/7 indoor surveillance cameras and onsite Capitol Police security.

Exhibit Proposal:  
Please submit a no more than one page proposal of your organization’s idea for a display to the Nevada Commission for Women Exhibit Lead, Brooke Westlake, who will present the proposals to the Commission for their consideration. Pictures, sketches or other renditions are encouraged to help describe your organization’s exhibit idea.

Exhibit Promotion:  
To help bring attention to the display case recognition of women in Nevada, the Nevada Commission for Women will promote each exhibit to its readership of over 200 members to inform them of the new display, showcase the sponsoring organization, and invite readers to visit the Capitol to see the exhibit in person. The organization can also include its name and that of its members as part of the exhibit in the form of a sign, placard or other.

We look forward to reviewing your proposal. We will accept proposals throughout the year and will review for approval within 45 days of receipt. If there are any questions, please feel free to contact me or any other member of our Nevada Commission for Women.

Warm Regards,

Brooke Westlake

Lead, Women in Nevada Exhibit  
Board Member, Nevada Commission for Women