



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services**



**Exhibits, Displays, and Banners Guide for the Interior Complex
November 2006**

Summary of Services:

The National Business Center, Division of Facilities Management Services (DFMS), Building Manager's Office, approves requests for the placement of all exhibits, displays, posters, and banners in the Main and South Interior Buildings. Any item displayed must reflect the goals, mission, and/or initiatives of the Department and its placement must pose no hazard to employees, visitors, and/or property. The placement of flyers in public space without advance approval from the DFMS is prohibited.

Exhibit locations, durations, and restrictions:

- In the Main Interior Building (MIB), posters and flyers can be posted on bulletin boards near the C and E Street entrances and at the cafeteria entrances. In the South Interior Building (SIB), the bulletin boards are located in the hallway of ... each floor and at the Virginia Avenue entrance. Items to be posted must be approved in advance, and may remain posted for a period not to exceed one month.
- There is a limited amount of space available for an exhibit or display in the C Street lobby of the MIB. Exhibits are not permitted in the E Street lobby of the building because that lobby is considerably smaller in size. There also are areas available in the main corridors of the basement and 1st and 2nd floors of the MIB. The SIB has space available for assignment on the 1st floor lobby and the basement corridor area. Displays may be set up for a period not to exceed one month.
- Requests for the installation of a banner above the C Street entrance of the Main Interior Building will be approved by the Building Manager's Office and must meet the specifications developed by the DFMS (e.g., the number and spacing of grommets, height and width requirements, constructed of materials that will not mar the historic finish of the building, etc.). A banner may be installed for a period not to exceed one month, but may be restricted to a shorter period when/if there is a scheduling conflict with another program or event.
- There also is a limited amount of space available in the MIB for long-term displays (i.e., for up to a one-year period). These areas consist of the alcoves along the main corridors on the 1st and 2nd floors near the grand stairway and a few permanent display cases inside the cafeteria.

Helpful Tips and Information:

- All requests must be submitted in writing and approved in advance.
- Requests must contain all pertinent information such as specific dimensions of exhibits or displays, requested dates for installation and removal, and—if appropriate—any additional items that may be needed to assist you in achieving the desired impact on the intended audience (e.g., electrical outlets, audio-visual equipment).
- Exhibit areas and any equipment that is part of the exhibit must remain free of safety hazards and meet all appropriate safety criteria.
- Exhibits and displays must be secured properly to prevent falling; building equipment, systems, and fixtures cannot be blocked.
- Do not tape flyers or notices to walls in public space or in elevators; information will be removed by DFMS staff.

Point of Contact:

- Building Manager's Office at (202) 208-7560