

## **Guidelines for Exhibits in the Main and South Interior Buildings**

The Building Manager's Office must approve all exhibits located in public space in the MIB and SIB. Exhibits must reflect the goals, mission, and/or initiatives of the Department of the Interior. Requests must be submitted in writing (preferably email) five working days prior to its proposed placement to the following contact:

Building Manager's Office  
Email: facilities@nbc.gov  
Phone: (202) 208-2222

**The following guidelines apply to all exhibits in the MIB and SIB:**

### **Video Display Monitors**

Video display monitors are available for use in the MIB at the C and E street entrances, the Bison Bistro cafeteria, the GSA tunnel on the MIB first floor and near the SIB basement entrance.

The Office of Communications (OCO) is responsible for coordinating, reviewing and approving the content on the video display monitors. Items displayed must reflect the goals, mission, and/or initiatives of the Department of the Interior. The point of contact is as follows.

Office of Communications  
Email: doi\_intranet@ios.doi.gov  
Phone: (202) 273-0482

### **Exhibits**

#### **A. Free Standing Banners**

The perimeter walls of the Bison Bistro cafeteria may be used for free standing banner type displays. The following criteria apply:

- Exhibits are allowed only within the tiled wall areas in between the storefronts.
- The banners may be displayed for 30 days (unless longer or shorter is deemed appropriate by the Building Manager's Office).
- The banners must contain information that reflects the goals and/or missions of the Department; banners with mandated content will receive priority approval for display.
- The banners must be retractable, roll up stand type, and not exceed the following dimensions (36" w x 72" h x 4" d).

#### **B. Display Case**

A display case has been installed outside of the Bison Bistro (opposite side of The Watering Hole) for use by Bureaus and Offices. This display case is an excellent opportunity for Bureaus and Offices to display items that reflect their goals and mission as well as upcoming programs or activities the Bureau or Office is supporting.

## **Guidelines for Exhibits in the Main and South Interior Buildings**

The following criteria apply:

- The use of the display case is on a limited basis, not to exceed 30 days (unless longer or shorter is deemed appropriate by the Building Manager's Office).
- Displays that meet mandated requirements will receive priority approval.
- Timely placement and removal of the items is the responsibility of the requesting Bureau or Office.
- The scheduling of materials to be used in the display case should be coordinated with the Building Manager's Office.

### **C. Displays on Easels**

In an attempt to continue promoting sustainability and greening, the use of the electronic monitors is highly encouraged; however, the use of easels to position paper displays or announcements is still permitted.

Displays on easels are only allowed at the C and E street entrances, the entrance to the snack bar and at both cafeteria entrances. In the South Interior Building, displays are only allowed near the basement and first floor entrances. The following criteria apply:

- Content should be relevant to the Department's mission and be suitable for easel displays (not larger than 36" x 48").
- The use of poster displays is limited to 30 days (unless longer or shorter is deemed appropriate by the Building Manager's Office).
- Displays that meet mandatory requirements will receive priority approval.
- Timely placement and removal of the displays is the responsibility of the requesting Bureau or Office.
- The scheduling of displays should be coordinated with the Building Manager's Office.