



# LEWIS HENRY MORGAN INSTITUTE

SUNYIT  
F. Andrew Wolfe, Ph.D., P.E.  
Executive Director

Dept. of Civil Engineering Technology  
SUNYIT  
Utica, NY 13502  
(315)-792-7240

## APPLIED RESEARCH TO EMPOWER COMMUNITIES

### SiteForm

Date of Exhibit: \_\_\_\_\_

**Site Location:** (Building, area in building, room #) \_\_\_\_\_

Municipality: \_\_\_\_\_ State: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone# ( ) \_\_\_\_\_ email \_\_\_\_\_

Sponsor: (onsite) \_\_\_\_\_

**Room Size:** Wall 1 length \_\_\_\_\_ Wall 2 length \_\_\_\_\_ Wall 3 length \_\_\_\_\_ Wall 4 length \_\_\_\_\_  
(If wall have windows - please deduct window length from wall length and indicate which walls have windows)

**Wall Type:** Concrete Wood Sheetrock/Plaster Tile Art Gallery (circle one)

If Concrete, Plaster, or Tile – Are there picture rails for hanging pictures? Y N

When will Room be available for set-up? \_\_\_\_\_

Is there a location for storing the exhibit if necessary? \_\_\_\_\_

**Access for movers:** Where is the exhibit area in relation to loading docks, parking areas, wide doors. \_\_\_\_\_

Is an elevator available if needed? \_\_\_\_\_

**Storage for boxes used to transport the exhibit:** A 10 foot x 10 foot area is needed to store boxes during the exhibit. Where is the storage area \_\_\_\_\_

**Financial Information:** The cost of the exhibit is approximately \$2,500

Funding for the Exhibit is in place **Yes No**

If **NO** when will funding be finalized? \_\_\_\_\_



# LEWIS HENRY MORGAN INSTITUTE

SUNYIT  
F. Andrew Wolfe, Ph.D., P.E.  
Executive Director

Dept. of Civil Engineering Technology  
SUNYIT  
Utica, NY 13502  
(315)-792-7240

## APPLIED RESEARCH TO EMPOWER COMMUNITIES

### Signature Form

The Friends Exhibit will be shown at \_\_\_\_\_,  
the Host Site, in the city/town of \_\_\_\_\_, New York. The exhibit will be open from  
\_\_\_\_\_ to \_\_\_\_\_ and will be set up and torn down the  
weeks prior to and after these dates. It is understood that all publicity, curator fees, insurance fees,  
and shipping fees to the site are the responsibility of the host site. A non-refundable deposit of  
\$350 is required with this form to hold these dates. The deposit will be used to defray set-up costs.

Host Site Contact Person \_\_\_\_\_ Print name

\_\_\_\_\_ Signature

Official of the Host Site\* \_\_\_\_\_ Print name

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

Official of the Host Site\* \_\_\_\_\_ Print name

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\*for Colleges: Vice President level officer, for High Schools: Principal **and** Superintendent

Building Manager: \_\_\_\_\_ Print name

\_\_\_\_\_ Signature

Lewis Henry Morgan Institute  
c/o Dr. Andrew Wolfe  
SUNYIT  
Utica, NY 13502