

# GAITHERSBURG COMMUNITY MUSEUM

## Community Case Exhibits

### Call for Entries

The newly renovated Budd railroad car will host rotating exhibits of local collections. Individuals and organizations are invited to submit an application for consideration. Collections with ties to Gaithersburg's history are especially sought.

### Collections

Collections, which must conform to display case dimensions (see "Criteria"), could include objects and memorabilia including (but not limited to) local family archives, cultural objects, postcards, toys, dolls, Gaithersburg memorabilia, tools, kitchenware, a community organization's history illustrated with relevant objects and anything else that might be of interest to the community.

### Size Criteria

Collections may be of any size that conform to the display case dimensions:

28" wide x 56" long by 6" high (preferred is wide and flat)

and/or

13" wide by 11" deep by 60" high (a tall narrow case). This case has up to three shelves set at 14 inches apart.

### Insurance

While precautions are taken to protect all collections in the Gaithersburg Community Museum, it is the responsibility of the collector to insure their own property. The City of Gaithersburg does not assume liability for loss or damage to collections exhibited in the Community Case.

### Museum Hours

Tuesday – Saturday  
10 a.m. – 3 p.m.

Gaithersburg Community Museum  
c/o Dept. of Parks, Recreation & Culture  
506 S. Frederick Ave.  
Gaithersburg, MD 20877



**Gaithersburg Community Museum**

9 S. Summit Ave.

Gaithersburg, MD 20877

301-258-6160

[gaithersburgmd.gov](http://gaithersburgmd.gov)



Gaithersburg Community Museum



# COMMUNITY CASE EXHIBITS

**Call for Local Collections**

## Community Case Exhibits

### Terms of Exhibition

- Collectors who have exhibited in the Community Case within the last two years are not eligible (excluding group exhibitions).
- Objects in the collection must be presentable. Collector, or designated organization representative, will work with Museum staff to create the display.
- The collection containers must be labeled with the collector's name, address, phone number and e-mail address.
- The Collection must conform to the dimensions of the case (see "Criteria").
- Delivery and pick-up of the collection is the responsibility of the collector or group.
- All work must remain in the Community Case for the duration of the exhibit, which generally lasts six weeks.
- A panel of jurors, including Museum staff, will select the collections for exhibit.

### Promotion

Press releases, public service announcements and digital promotions will be distributed by the City of Gaithersburg. Any press releases, advertisements or announcements that collectors wish to distribute on their own must have prior approval by the Museum Facility Manager.

### The Community Case

The Community Case is located in the Community Museum's RDC/Budd Car. It is part of the rolling stock portion of the Community Museum. The car has been renovated and is climate controlled. Exhibits in the Community Case will be rotated approximately every six weeks.

### More Information

Nansie Wilde  
Community Museum Facility Manager  
301-258-6160 • [nwilde@gaithersburgmd.gov](mailto:nwilde@gaithersburgmd.gov)

Name of Individual or Group \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

WorkPhone \_\_\_\_\_

HomePhone \_\_\_\_\_

Cell Phone \_\_\_\_\_

e-mail \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

Collection \_\_\_\_\_

Exhibition Theme (optional) \_\_\_\_\_

### Photos

Please submit 5 – 10 images in pdf or jpg format by e-mail to [nwilde@gaithersburgmd.gov](mailto:nwilde@gaithersburgmd.gov) or mail disc with application to address below.

### Information

Please include a short description of the history of your collection: How you started collecting, why you are collecting this type of item, how this item shares a connection with the City of Gaithersburg (if it does). Include any additional information you feel may be helpful in designing the exhibit.

### Selection Process

Upon receipt of the application and images, you will receive an acknowledgement. The jury will meet as needed to review applications. Once a decision is made regarding the exhibition of your collection, you will be notified. Exhibit dates will be assigned and drop-off, display and pick-up information will be coordinated with you.

E-mail applications to [nwilde@gaithersburgmd.gov](mailto:nwilde@gaithersburgmd.gov). Use "Call for Collections" in the subject line.  
or

Mail Completed Applications to: (note mailing address is different than Museum address)  
Gaithersburg Community Museum – Call for Collections  
506 S. Frederick Ave.  
Gaithersburg, MD 20877