



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**

**NPR 1387.1A**

Effective Date: April 11, 2018

Expiration Date: April 11,  
2023

[Printable Format \(PDF\)](#)

---

## Subject: NASA Exhibits Program

Responsible Office: Office of Communications

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

## Chapter 2. Criteria for Evaluation of Requests for NASA Exhibits

### 2.1 Exhibits Requests and Evaluation Examples

2.1.1 Requests for NASA exhibits will be reviewed and evaluated by NASA Center Exhibits Program Managers according to the following criteria:

a. The event should be professional, trade, civic, educational, or public service in nature. This would include national and state educational groups and events, such as the Treasury Department's Savings Bonds drives. Joint NASA/ Department of Defense events should carefully define the civilian mission of space exploration and aeronautics. Evaluate professional and trade meetings to ensure that the requester does not benefit commercially from a NASA presence.

(1) Acceptable. Civic event sponsored by a local municipality, county, or state, regardless of whether general admission is charged.

(2) Not Acceptable. Events where a special admission would be charged to view NASA articles.

(3) Acceptable. Fund-raising event for nonprofit charitable institutions, if sponsored by a government organization or civic group representing more than one sponsor and more than one beneficiary, e.g., the United Way or a Chamber of Commerce.

(4) Not Acceptable. If the sponsoring or beneficiary event is political, or one whose purpose is contrary to public policy, or one which unlawfully discriminates on the basis of race, color, religion, sex, or national origin.

(5) Acceptable. Trade association event, e.g., auto, flower, or home shows, regardless of whether sponsor works through a professional organizer, and whether general admission is charged, provided event is nonprofit, or proceeds are donated to charity, and organizer (if any) is paid a flat fee.

(6) Not Acceptable. Events organized by a professional organizer, where admission is charged, and the professional organizer retains all profits.

(7) Acceptable. Events where NASA exhibits and participation are incidental to the main event, even if the main event is private and profit-making, e.g., sports events, provided the size of the audience makes it worthwhile for NASA to participate with exhibits and staff.

(8) Acceptable. Loan of exhibits and artifacts in conjunction with Space Act Agreements. Term of loans can be up to five years and renewable if in the best interest of NASA. ?

b. Ensure the use of NASA exhibits gives no unfair commercial advantage. This criterion normally rules out individual businesses and advertising uses, but not shopping centers or public relations firms that organize events for public service or educational sponsors. NASA Center Exhibit Program Managers should facilitate a fair and consistent conclusion of all exhibit arrangements and ensure that no recipient has preferential access to the NASA Exhibits Program.

(1) Acceptable. An event at a shopping center, whether sponsored by the shopping center, civic group, or trade association, regardless of whether the sponsor works through a professional organizer, and provided no admission is charged, and no special sales promotion event is connected with the appearance of NASA articles.

(2) Not Acceptable. If the display is at one place of business, such as an individual store, department store or chain store, or if the event involves only one product, service, or manufacturer.

c. The requester will be asked to assume all onsite and transportation costs. The Office of Communications at each NASA Center will exercise good judgment and discretion in evaluating all exhibit requests and related cost-benefits.

(1) Exhibit short-term and long-term requests. In extenuating circumstances, where an exhibit request is considered in the best interest of NASA, transportation and other costs may be borne by NASA provided terms and conditions are agreed upon using a non-reimbursable Space Act Agreement.

(2) Onsite Costs. Ask the requester to pay for all local drayage; labor for unpacking, erecting, dismantling, repacking; and such other local outlays as site rentals, guides, janitorial services, crate storage, electricity, telephone or cable/internet installation and use, and maintenance of the exhibit during the event.

(3) Terms to repair and/or replace exhibits and artifacts will be defined in the Exhibit Loan section of NF 893.

d. No admission fee can be charged for the NASA exhibit. Although a NASA exhibit may be part of a larger exposition that charges an admission fee, such as a state fair and baseball game, the NASA exhibit may never be the major attraction of any such event nor should there be a separate admission for the NASA exhibit.

e. Exhibits requested for short-duration events generally do not justify the exhibits program operational costs for implementation. Evaluate such events on the basis of such factors as availability of exhibits, nature of event, and willingness of sponsor to assume all costs.

## 2.2 Showings Initiated by NASA

NASA Centers may take the initiative to place their exhibits at selected events when it is deemed necessary or desirable.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

| [NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

### **DISTRIBUTION:** **NODIS**

---

**This document does not bind the public, except as authorized by law or as incorporated into a contract. This document is uncontrolled when printed. Check the NASA Online Directives Information System (NODIS) Library to verify that this is the correct version before use: <https://nodis3.gsfc.nasa.gov>.**

---