



Twenty-seventh Annual West Virginia History Day at the Legislature February 23, 2023



Come celebrate the Twenty-sixth Annual West Virginia History Day on Monday, February 23, 2023. The event will be held at the West Virginia State Capitol Complex during the 1st session of the 87th West Virginia Legislature. West Virginia History Day is officially designated by the West Virginia Archives and History Commission as a special day to recognize the state's rich and varied history. Other co-sponsors of the event are *Mining Your History Foundation*, *Preservation Alliance of West Virginia, Inc.*, *West Virginia Association of Museums*, *West Virginia Historical Society*, *West Virginia Humanities Council*, and *West Virginia Department of Arts, Culture and History*.

This year's History Day will feature historical exhibits depicting the unique heritage of the Mountain State. Historians, preservationists, genealogists, patriotic groups, veterans, librarians, local government representatives, ethnic groups, and all others with an interest in the state's history are invited to attend. The day also includes presentation of the Twenty-seventh Annual History Hero awards in the Culture Center. Groups are encouraged to bring their members, friends and neighbors to Charleston to celebrate West Virginia History Day!

Space will be available in the halls of the capitol for exhibits and displays (See below for the display criteria). Please use the reservation form provided on the next page to reserve an exhibit space by January 31, 2023. Confirmation of your registration will be sent to the e-mail or postal mailing address provided on the form.

Please be aware of strict adherence to the rules provided because of building security policies.

Display Criteria

- 1) Must relate to history and culture of the state, county, school, organization or family; or, portray efforts and/or needs for historic preservation in any of the foregoing.
- 2) Must fit a 29 1/2" x 72" table. Freestanding displays may be set up in comparable space (*please check on form*). Displays cannot block the view of adjacent displays or interfere with access to hallways or doorways.
- 3) All displays must be in place by 9:00 a.m. and may not be dismantled until 2:00 p.m.
- 4) Confirmation of space assignments and load-in and load-out procedures will be **mailed** no later than February 9, 2023.
- 5) The use of tape on the walls and columns is prohibited by Joint Rules of the Legislature, nor is it permissible to attach pictures, posters, etc., to the walls in any manner.

NOTE: Display space will be assigned by History Day organizers and cannot be reserved. The availability of electricity will be allocated on a first come, first served basis.

To reserve your space, please complete the reservation by January 31, 2023, and return to:

Mary Johnson
WV Archives & History
The Culture Center, Bldg. 9
1900 Kanawha Blvd. E.
Charleston, WV 25305-0300

or e-mail to mary.e.johnson2@wv.gov or fax to (304) 558-4193.

Should more requests for exhibit space be received than there is space to accommodate, priority will be given on the basis of receipt date. You are encouraged to submit the reservation form early.

RESERVATION FORM FOR HISTORY DAY

My / our display will depict the history of (check one):

State _____ County _____ Organization _____ My Family _____

My / our display requires:

1. 6' table _____ (If you want to share a table with a specific group, please identify the other group - forms for both groups should make request.) _____

OR

Freestanding display (no table needed) _____
Each group will be provided with either a 29 1/2" x 72" table or comparable space and two chairs.

2. Electricity* _____ Other Needs _____
(Please Describe)

**Availability of electricity is limited to certain areas, and space assignments are made accordingly. We will do our best to accommodate requests received prior to the mailing of space assignments, but we cannot guarantee the availability of these resources.*

*All other needs **must be requested on this form**. Displayers are responsible for providing their own table covers, electrical cords, power strips, and other items needed for their displays.*

I/we understand that I/we must abide by the criteria set forth as listed in the "Display Criteria" and that final load-in and display regulations are subject to changes implemented by Capitol Security, both existing and pending.

Organization: _____

Address: _____
(Please provide the address to which the organization's correspondence normally should be sent.)

City: _____ State: _____ Zip Code: _____

Contact Person^: _____

Address: _____
(The address to which correspondence regarding this year's History Day should be sent.)

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

Due to security policies at the capitol, we must provide the name, address, and phone number of the contact person to General Services prior to History Day.

To reserve your space, complete and return this form by January 31, 2023, to:

Mary Johnson, West Virginia Archives & History, Bldg. 9, 1900 Kanawha Blvd. E., Charleston, WV 25305-0300 or e-mail to mary.e.johnson2@wv.gov or fax to (304) 558-4193.

^The contact person named above will be sent confirmation of receipt of this form by Archives and History.

If such confirmation is not received within two weeks of submission, please contact Archives and History at (304) 558-0230.

Office use only

Received: _____

Receipt Confirmed: _____