

## **Exhibition Rules and Application Form**

### **Regulations**

1. A written proposal for an exhibition, accompanied by this completed application form, must be submitted to the Library Director for consideration. The proposal must state clearly the theme of the exhibit, its content, the design of the display including physical dimensions, and how the display can be placed specifically in the space available.
2. Arrangements for an exhibition must be made from one month to one year in advance. Priority is determined on a first come, first served basis.
3. The Library does not insure articles or materials exhibited, and is not responsible for theft or damage. Exhibitors must make their own arrangements for insurance.
4. Any commercial action arising from any exhibit is solely private; the Library is not party to any commercial transaction arising from any exhibition. Exhibitors may provide at the Library, a price list and contact information for distribution.
5. It is the exhibitor's responsibility to set up and dismantle the exhibit and provide the Library with a sample press release subject to editorial review by the Library Director if applicable.
6. Exhibits or displays will be scheduled in conjunction with the Library exhibit calendar. Library exhibits have precedence over all outside exhibits.

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### **APPLICATION**

Date \_\_\_\_\_ Month of Exhibit \_\_\_\_\_

Name \_\_\_\_\_

Organizational Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Description of Exhibit \_\_\_\_\_

Is exhibition insured?    Yes                      No                      (Please circle)

I have read the above regulations, understand the library's exhibition policy and comply with both.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_