

EXHIBIT AND DISPLAY REQUEST FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Title and Details of Display or Loan

Arrangements/Restrictions: \_\_\_\_\_

\_\_\_\_\_

Set Up Date \_\_\_\_\_

Removal Date \_\_\_\_\_

Location: (circle)

Renewal (long term loan only): \_\_\_\_\_

Grady Thomas / Gallery / Short Case/TBD by Library

1. The Acton Public Library, will not be responsible for insuring the item(s) against, nor be responsible to the owner for any loss or damage to the item(s) by any means whatsoever.
2. The exhibitor agrees to install display and dismantle display on dates agreed to with the Library Director or designee.
3. The Library decides the conditions of display, housing, and access to any exhibits or displays.
4. The Library will determine the following before accepting; is there space, and is the display timely and a benefit to the library and community.
5. The library will not accept items that require maintenance.
6. Long term loans will require a yearly review and initial of contract.

The above applicant agrees to adhere to these policies and conditions.

\_\_\_\_\_  
SIGNATURE (EXHIBITOR)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE (LIBRARY REPRESENTATIVE)

\_\_\_\_\_  
DATE

[ ] Copy to: Exhibitor

10/2019