Exhibit Request

Exhibitor Information:

Name/Organization: ________________________________________________________________

Phone: ________________________ Email: ________________________________

Exhibit Information:

Area requested: Glass display case _____ Wall space _____

Desired dates for exhibit: ____ / ____ / ________ to ____ / ____ / _______

Description of Exhibit:

Please include as much information as possible about the exhibit and/or its individual items. Photos of the works or the works themselves may be requested prior to approval.

Number of items: ________

Brief description of exhibit as a whole: __________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Description of Individual Items:

Title of work: ________________________________________________________________

Medium: ___________________________________________________________________________

Dimensions: _________________ Artist’s name: _________________________________________

Year: _______________________

Please repeat description for each item in the exhibit on a separate sheet of paper (if necessary).

Please read, fill out, and sign the back of this form to complete the request.
Exhibitor Agreement
Board approved: 4/2012

Prior to placing any exhibit on library premises, please read and complete all sections of this agreement.

This Agreement is entered into between the Granville Public Library Association, 217 E. Broadway, Granville, OH (“library”), and ________________________________ (“Exhibitor”) as per the following dates ____ / ____ / ________ to ____ / ____ / ________

Terms and Conditions

▪ Exhibit items must be delivered and installed by this date: ____ / ____ / ________ and removed by this date: ____ / ____ / ________ by the Exhibitor.
▪ All exhibits must be approved subject to the mission of the library, at its sole discretion.
▪ The Exhibitor is responsible for any repair costs that result from the exhibit’s presence in the library.
▪ Approval of any exhibit may be rescinded by the library for any reason and at any time.
▪ The library will not be involved in the sale of artwork and/or other exhibit items.
▪ The library is not liable for the loss or damage of exhibit items and/or owner property. Any loss, damage, or theft to the exhibit will be born completely by the owner/artist.
▪ The Exhibitor must sign the Exhibitor Agreement, agreeing to all conditions of the Exhibit Policy.

I agree to the above terms for the exhibition and have read, understood, and will comply with all components of the library’s Exhibit Policy.

Exhibitor

Signature: ___________________________________________ Date: ____ / ____ / ________

Granville Public Library

Signature: ___________________________________________ Date: ____ / ____ / ________