

**Leominster Public Library
Exhibit Application Form**

Applicant/Group Name: _____

Address: _____

Telephone: (_____) _____ **Website:** (If applicable) _____

Email: _____

Please give a brief description of your exhibit/work: (Include dimensions, medium, and description.) _____

Regulations:

- Work will be reviewed and approved by the Exhibits Committee prior to booking.
- In addition to this application, please include sample JPEGs or photos of all the work you wish to exhibit. Only pre-approved works may be exhibited.
- Work must be matted and/or framed.
- No insurance is provided for displayed work, and the exhibitor assumes all of the inherent risks. The Library provides normal security precautions associated with its general operations.
- The Library requires the exhibitor to install, hang and label the exhibit on the agreed upon date, and to remove the exhibit promptly at the close of the exhibit period.
- The exhibitor should incorporate their name or the organization's name within the exhibit.
- No commercial advertisement is allowed. Prices of items for sale may be posted in a binder provided by the Library. Exhibit material sold during this period may not be removed before the end of the exhibit.
- Attach a brief biography for publicity purposes and append an inventory list to the application.

Artist/Exhibitor agrees to assume all risk of damage to or loss of their art from any cause. Acknowledge the above information, and your agreement to comply in good faith, with signature below.

Exhibitor's Signature: _____ **Date:** _____

Requested Period of exhibit: **Month:** _____ **Year:** _____

Alternate Dates: **Month:** _____ **Year:** _____

Staff Use Only

Reviewed by the Exhibits Committee on: _____ *Approved (circle):* Y / N

Exhibit Set-up Date: _____ *Exhibit Breakdown Date:* _____

Additional Comments: