

DISPLAY MONTH: _____



APPLICATION FOR DISPLAY SPACE

NAME OR ORGANIZATION'S NAME: _____

BUSINESS PHONE: _____

PHONE: _____

BUSINESS EMAIL: _____

TYPE OF ART WORK: _____

WHICH LIBRARY BRANCH? _____

EXHIBIT GUIDELINES:

- Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected
- Provide an itemized list of what is on display when installing the exhibit
- Artwork will be displayed for one calendar month, unless otherwise negotiated
- Artists may only book a display case once per calendar year
- Works are set up and taken down by the artist or their designate
- For the display case artists must supply their own display props
- The Library reserves the right to take down a display
- Exhibits may not include:
 - direct fundraising by non-profits, other than Surrey Public Library
 - prices/price lists, however the name of the artist or group and contact information (e.g. email address, website address, social media details) are permitted on a small card inside the display case
 - proselytizing/promoting religious doctrine or inviting people to worship
 - promotions for political parties or individual political candidates
 - handouts, brochures, rack cards, business cards, pamphlets outside the display case

INSTALLATION DATE: _____

REMOVAL DATE: _____

I agree to take full responsibility for the insuring of my/our work or artefacts against any possible loss, theft, fire or damage and I absolve Surrey Libraries of any responsibility or liability in regard to my/our exhibit. I further agree that publicity for the display(s) must receive library approval prior to receiving public exposure. I further agree to take responsibility for the installation and removal of the exhibit.

DATE: _____

SIGNATURE: _____

If you wish to receive, or continue receiving, e-communications from the Library regarding library programs, services and/or fundraising activities, please check the box **Please Contact me**

Surrey Public Library is authorized to collect personal information under the authority of the *Library Act* and section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Personal Information is collected for the purposes of processing the application for display space. For questions regarding the collection of personal information, please contact the Manager of Administrative Services, 10350 University Drive, Surrey, BC, V3T 4B8, 604-598-7303.

LIBRARY APPROVAL:
