

DISPLAY MONTH: \_\_\_\_\_

BRANCH: \_\_\_\_\_



## APPLICATION FOR DISPLAY SPACE

NAME OR ORGANIZATION'S NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TYPE OF ART WORK: \_\_\_\_\_

EXHIBIT GUIDELINES:

- Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected.
- Please provide an itemized list of what is on display when installing the exhibit.
- Artwork will be displayed for one calendar month, unless otherwise negotiated.
- Artwork on walls must include bumpers on lower corners of frame. Any labelling must be part of the frame and not applied to walls.
- 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.
- Display cases are NOT for commercial purposes. Contact information may be displayed but no price tags or list.

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: \_\_\_\_\_

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**STAFF USE ONLY**

APPROVAL DATE: \_\_\_\_\_