

Albert Wisner Public Library  
Exhibit and Display Policy

**Albert Wisner Public Library  
Exhibit and Display Application**

*This form, including the Exhibit and Display Release, must be submitted to and be approved by the ALBERT WISNER PUBLIC LIBRARY at least 6 weeks prior to the scheduled date of the event. A separate form is required for each date requested.*

Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_  
Website: \_\_\_\_\_  
Sponsoring Organization(if applicable) \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Purpose of Organization: \_\_\_\_\_

**Exhibit and Display Information**

Dates Requested: \_\_\_\_\_  
Set-Up (date & time) \_\_\_\_\_ to Removal (date & time) \_\_\_\_\_  
Meet the Artist Date and Time: \_\_\_\_\_  
Purpose of Exhibit: \_\_\_\_\_  
Name of Exhibit: \_\_\_\_\_  
Exhibit/Display Requirements (Check all that apply.):  
Gallery (Lower Lobby) \_\_\_\_\_ Community room (Lower Level) \_\_\_\_\_  
Board Room (Main Level) \_\_\_\_\_ Display Case(s) (specify 1, 2, or all 3) \_\_\_\_\_

Fee: \$25.00 (please make check payable AWP Library)

Contents/Description: (Please list number and type of items, etc. Library may require visual representation of layout. Attach additional sheets if necessary.)

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I/We have received a copy of the Albert Wisner Public Library Exhibits and Displays Policy, Procedures, *and the Application and Release forms* and I/We agree to abide by all of the stated rules/regulations including a donation to the Library of 10% of the proceeds from any displayed artwork sold during the time of exhibit at the AWP Library.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Implies an understanding of, and agreement to abide by, the Albert Wisner Public Library Exhibit and Display Policy and Procedures.)

AWPL APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

For Albert Wisner Public Library accounting office use only

Invoice # \_\_\_\_\_ Check # \_\_\_\_\_ Paid Date \_\_\_\_\_

Amount \_\_\_\_\_

Updated: 7/19/2011 Board Adopted: 8/18/09 Effective: 1/1/2010

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