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.)

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.)

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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