



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | www.eastgreenbushlibrary.org

## Exhibit Space Reservation Application

Today's date \_\_\_\_\_

Please indicate if you desire display cases, lobby wall display space, or both

### Glass Display Cases

Four lighted, locked display cases located in the lobby are available for monthly bookings only. Its dimensions are as follows 60" wide, 66" high, 12" deep. Three adjustable shelves are within each case.

Please check the display case(s) you desire: 1(SE) 2 (SW) 3(NW) 4 (NE).

### Wall Display Space

Picture rail is available on three walls in the lobby and in the Multipurpose Meeting Room. Please let the Program Coordinator know what time you will be setting up and dismantling your exhibit.

Please check the wall spaces you desire (each is 12 linear ft.):

1 (East Hallway) 2 (West Hallway) 3 (Multipurpose Meeting Room\*)

\*Exhibit space located in the Multipurpose Meeting Room may have limited access for public viewing based on public meeting/library programming schedule(s).

Name \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Applicant's address \_\_\_\_\_

Applicant's phone (day) \_\_\_\_\_ (eve.) \_\_\_\_\_

Email Address \_\_\_\_\_



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East Greenbush  
COMMUNITY LIBRARY

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**Description of exhibit.**

Please describe the purpose and nature of the exhibit and types of art and/or media to be exhibited. This information will be used to post on our website to advertise works on exhibit for the month. If you have photos or video of your artwork that you would like on the website, kindly submit at least one month in advance for review. Please include a short description of the artist/group and exhibit.

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Exhibit Name (if applicable) \_\_\_\_\_

Exhibit period (indicate the month/year requested). \_\_\_\_\_.

***Exhibitors are responsible for installing and removing exhibits and appointments must be made with Library Staff for installation, modification, or removal of exhibits at least one month in advance of the exhibit. If the library must dismantle an exhibit because it is not removed as scheduled, the library is not responsible for damages or storage of the exhibited items. There will be a \$25 fee if the library must dismantle the exhibit.***

I agree to exhibit in the East Greenbush Community Library and agree to abide by the provisions in the Exhibit Policy and Regulations. I understand that the library accepts no responsibility for the preservation, protection or possible damage or theft of any item exhibited and that all items placed on display at the library are done so at the owner's risk.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Library Use Only**

Program Coordinator \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Installation Date \_\_\_\_\_ Time \_\_\_\_\_

Dismantle Date \_\_\_\_\_ Time \_\_\_\_\_



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## Exhibitor's Agreement & Inventory Form

I, \_\_\_\_\_, of \_\_\_\_\_  
(Print name) (Print Address)

\_\_\_\_\_, \_\_\_\_\_ intend to display

the following at the East Greenbush Community Library from \_\_\_\_\_ to \_\_\_\_\_.

Please list all item(s) and their individual value(s):

I understand that the East Greenbush Community Library assumes no responsibility for the items listed above.

I further understand that the display may not be installed or removed until a mutually-agreed upon date and time. Any changes must be approved in advance by the Director/Designee. In addition, only person(s) authorized on the initial application will be permitted to make any changes or remove a display.

\_\_\_\_\_  
Signature of Exhibitor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director/Designee



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## **Exhibit Dismantle Acknowledgement**

**Exhibitor: On the day you dismantle your exhibit please sign below and return this form to the Circulation Desk.**

I acknowledge that I have removed all items from exhibit cases.

Signature of Exhibitor

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Date

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