

# Newburgh Free Library

## DISPLAY / EXHIBIT REGISTRATION FORM & WAIVER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Dates of Exhibit : From \_\_\_\_\_ to \_\_\_\_\_

Description of display: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Display space requested: \_\_\_\_\_

Special arrangements/reception/equipment needed: \_\_\_\_\_

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*Please remember the exhibitor is responsible for setting up and dismantling the exhibit or display.  
Be sure to adhere to the assigned dates as other exhibits/displays may be scheduled.*

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Administration approval: \_\_\_\_\_

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

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### WAIVER BY EXHIBITOR

The exhibitor as noted below agrees to loan certain works for display purposes to the Newburgh Free Library and does so at his or her own risk. The exhibitor shall not hold the Newburgh Free Library and/or the Newburgh Enlarged City School District liable for any damages or losses.

Signed: \_\_\_\_\_

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

**The Library will contact you after the dates have been approved and provide you with a copy of this form for your records.**

Please return this to Pat Lewis Newburgh Free Library, 124 Grand St., Newburgh, NY 12550

## NEWBURGH FREE LIBRARY DISPLAY POLICY

The Newburgh Free Library shall maintain its display cases and bulletin boards in order to:

1. Promote the holdings and resources of the library.
2. Promote library programs and special events.
3. Promote education, art and culture that are of service to the community.
4. Serve as a source of community information.
5. Support the Library's mission.

### Guidelines:

1. Parties interested in scheduling a display or exhibit must contact the library's display coordinator, 563-3619 or 563-3614 during regular Library hours. Final approval on displays and bulletin boards will be made by the Library Director. The Newburgh Free Library reserves the right to deny certain displays.
2. Each exhibit shall be on display for one month unless other arrangements are made.
3. Each exhibitor shall fill out a display/exhibit registration form and waiver. A list of items in the exhibit must be attached. Note should be made of any special details, such as a reception and need for equipment such as a table. The exhibit/display booking will be finalized only after the registration/waiver form is signed by the Library Director. A copy will be given to the exhibitor.
4. The exhibitor shall be responsible for setting up and dismantling the displays. Any costs for framing, transportation, etc. will be incurred by the exhibitor. The exhibitor should present a copy of the registration form before dismantling the exhibit and removing any items. **Please do not use any kind of tape, nails or thumb tacks as they will damage the lobby walls. Artwork may only be hung on the strips and display racks.**
5. All exhibits must be framed and ready for hanging. Special care must be made to insure that the frames and hanging wire are securely fastened. While the staff makes every effort to monitor the exhibit, the exhibitor is responsible for items that fall and need to be re-hung.
6. Displays/exhibits must be hung during Library hours. *Fall/Winter/Spring Hours: Mon. – Thurs., 9 a.m. to 9 p.m.; Fri. and Sat., 9 a.m. to 5 p.m. and Sunday, 1 p.m. to 5 p.m. Summer Hours: Mon. and Thurs., 9 a.m. to 9 p.m.; Tues., Wed., and Fri., 9 a.m. to 5 p.m.; Sat., 10 a.m. to 3 p.m. and Sunday, Closed.*
7. Displays shall be identified with a small card; no commercial enterprises are to be promoted. Only items from non-profit agencies may be posted on the bulletin board. All postings must be approved by Administration.
8. Please remember that the Newburgh Free Library/Board of Education Complex is a shared facility. This means that while your exhibit is on display in the lobby, that space may also be used for meetings or programs. Displays/posters may also be hung by other groups including the Library.
9. Exhibitors display their works at their own risk and shall not hold the Newburgh Free Library or the Newburgh Enlarged City School District liable for any damages or losses.
10. The Newburgh Free Library reserves the right to review all displays/exhibits. The Library will make no effort to censor or amend the contents of any exhibit unless it violates community standards of decency for family viewing or Library quality standards.
11. A copy of the Newburgh Library's "Exhibit Spaces and Bulletin Boards" policy is available upon request.