

Newburgh Free Library

DISPLAY/EXHIBIT/TABLING REGISTRATION FORM & WAIVER

Name: _____

Address: _____

Phone: _____ Email address: _____

Dates of Exhibit/Display/Tabling: _____

Description of display/exhibit/materials presented _____

Reviewed by: _____ Display space requested: _____

Special arrangements/reception/equipment needed _____

For Exhibitors and Tablers:

The Newburgh Free Library is happy to offer this outreach/exhibit opportunity. The exhibitor/community group agrees to reciprocate by agreeing to display library materials at his/her office and/or events. (Please check.)

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.

Administration approval: _____

Date: _____

WAIVER BY EXHIBITOR

The exhibitor is subject to the guidelines in the Display Policy attached to this waiver and agrees to loan certain works for display purposes to the Newburgh Free Library and does so at his or her own risk. The exhibitor is responsible for the installation and removal of display works subject to consultation with the Director of the Library or assignee. The exhibitor shall not hold the Newburgh Free Library and/or the Newburgh Enlarged City School District liable for any damages or losses due to any cause including but not limited to improper installation, carelessness, fire, theft, vandalism, weather or acts beyond our control.

Signed: _____

Printed Name: _____

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 form via mail to:

Yoly Avella, Newburgh Free Library, 124 Grand St., Newburgh NY 12550, or email to: yavella@rcls.org.

Newburgh Free Library

124 Grand Street, Newburgh, New York 12550-4692 www.newburghlibrary.org
MAIN NUMBER (845) 563-3600; EXHIBITS (845) 563-3644

NEWBURGH FREE LIBRARY DISPLAY POLICY *Revised December 10, 2019*

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, Karla Quiroz, at 845-563-3644 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. The loan term may not be extended.
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 thumb tacks as they will damage the lobby walls. The use of tape must be approved by library. 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 ensure 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. Access to displayed art by the exhibitor or the public is provided only during established building hours as posted on the library's web site.
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. The Newburgh Free Library promotes exhibits in a variety of ways, which can, unless otherwise requested, include: Library web site, social media, press release. The exhibitor agrees to permit the reproduction of the artwork loaned for publicity.
9. 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.
10. 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.
11. 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.
12. A copy of the Newburgh Library's "Exhibit Spaces and Bulletin Boards" policy is available upon request.