

Goshen Public Library & Historical Society Exhibit and Display Application

This form, which includes the **Exhibit and Display Release**, must be submitted, and approved by the Goshen Public Library and Historical Society no later than four weeks prior to the scheduled date of the event.

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ email: _____

Website: _____

Sponsoring Organization (if any): _____

Address: _____

Phone: _____

Exhibit and Display Information

Month requested: _____

Name of Exhibit: _____

Exhibit Location: _____ Pomares Community Room _____ Lobby Display Case

I/We have received a copy of the Goshen Public Library & Historical Society Exhibit Policy and the Application and Release Form. I/We agree to abide by all of the stated rules/regulations. I/We, the undersigned, hereby lend the following works of art or other material to the Goshen Public Library & Historical Society for exhibit/display purposes only. In consideration of the privilege of exhibiting/displaying in the Library, I hereby indemnify, release, and hold harmless the Goshen Public Library & Historical Society and its employees, Trustees, agents, successors, and assigns, from any and all liability, claims, and costs arising from or related to the exhibit including the installation and removal of such exhibit.

Name(print): _____

Signature: _____

Date: _____

Implies an understanding of, and agreement to abide by, the Goshen Public Library & Historical Society Exhibit Policy and Procedures.

Request to hold a reception or other event: _____ Yes _____ No _____ Maybe

If yes, provide separate sheet with details as to time and date requested, number of attendees, and other relevant information. All events are subject to approval and the Library's Meeting Room Policy and Outside of Regular Business Hours Event Policy.

Brief description of materials exhibited (may be on separate sheet):

All art pieces should be framed with a wire attached for hanging. Acceptance of unframed art will be made on a case by case basis. Artists are responsible for hanging, displaying, and removing their own art, materials, and objects. The Library will provide the gallery hanging system. If artwork is for sale, all transactions will be made between the artist and interested purchaser; the Library is not a part of or party to these transactions.

No labels, signs, artwork, or other material may be attached to any wall or display case without both the items and means of adhesion approved by the Library Director or their designee.

In addition to the completed Exhibit and Display Application [and fee], please submit the following:

- A .jpg or .png of a representative piece of art to be used for publicity.
- Brief biography or an artist's statement and headshot for publicity.
- A list of displayed items: including weight, title, medium, and price.
- Title for the exhibit or display.
- Contact information to be shared with the public (phone or email).
- Reception or other opening requirements. The Library reserves the right to charge a reception fee.

Artist/exhibitor will meet with Library within two weeks of receipt of an approved *Exhibit and Display Application* to confirm the date of installation, dates of exhibit, and date of removal, specifications around labels, and content of exhibit.

Installation is the first of the month; removal is on the last day of the month.

Please send the completed Exhibit and Display Application to gallery@goshenpubliclibrary.org deliver to the Library's first floor Service Desk. If you have any questions, please contact Sandra at gallery@goshenpubliclibrary.org.