



## Application for Public Display

Today's Date \_\_\_\_\_

Name of Exhibitor \_\_\_\_\_

Address \_\_\_\_\_

Email/Phone \_\_\_\_\_

Requested space \_\_\_\_\_

Requested date of display \_\_\_\_\_ Date to be removed \_\_\_\_\_

Brief description of exhibit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All applications must be received at least two weeks prior to the requested date. The library director reserves the right to select or reject materials for displays and to limit the space and time devoted to displays.

The Defiance Public Library System is not responsible for any items which may be stolen or damaged. Any group or individual displaying material will be responsible for setting up their display and removing it when their duration of time has expired. A library staff member will be designated to supervise the setup and removal of the display.

Exhibitors are welcome to leave business cards or other contact information along with their work, but price tags on exhibited items are expressly forbidden by the Board of Trustees.

Additional information on exhibit or exhibitor, and any photographs for bulletin boards, newspapers, or signage would be appreciated for news releases.

*I have read the above policies and will abide by their provisions.*

\_\_\_\_\_  
**(Signature of exhibitor)**

Display accepted by:

Declined:

Proposed Display Date: