

LIBRARY EXHIBITS
BOOKING FORM

Please circle one: **SMALL Case** **LARGE Case**

Requested Display Month _____

Name _____

Address _____

Phone _____ Email _____

Description of Exhibit _____

Signature of Exhibitor

Date Signed

If you are unable to keep your commitment, please call 928-213-2380 as soon as possible. As a courtesy reminder, the Library Exhibits Coordinator will contact you approximately one week prior to your scheduled exhibit date.

Please complete, sign, and return this form to: Flagstaff Public Library, Attn. Andrea Barrantes, 300 W. Aspen Avenue, Flagstaff, AZ 86001. Your exhibit will be confirmed by the Library Exhibits Coordinator. Thank you!

Date confirmed (by staff)

PLEASE READ AND SIGN REVERSE SIDE

**FLAGSTAFF PUBLIC LIBRARY EXHIBITS AND DISPLAYS
POLICY AND WAIVER FORM**

Groups and individuals are welcome to exhibit literary, artistic, or cultural items of their creation or collection. Library space is not available for displays of a political or religious nature. *The Flagstaff City-Coconino County Public Library adheres to the American Library Association's Library Bill of Rights regarding exhibit spaces and displays.*

The Downtown Library offers the following exhibit cases:

1. A locked glass case enclosing two shelves which are each 20 ½”H x 58 ½”L x 29”W
2. A locked glass case, one shelf, 10”H x 54”L x 25”W

Potential exhibitors may reserve space with the Coordinator of Library Exhibits up to one year in advance of the desired exhibition date. The Exhibits Coordinator, Public Services Manager, or Library Director must approve all exhibits. Individual exhibitors may display new materials in the library no sooner than two years after the last exhibit; groups/agencies may display more frequently at the discretion of the Exhibits Coordinator, the Public Services Manager, or the Library Director.

Exhibitor Responsibilities

- Set up the exhibit on the first day of the month and remove it on the last date of the month.
- Sign a waiver and provide insurance coverage, if desired (signing this form constitutes agreement). The library is not responsible for items damaged or stolen.
- ***Display a sign clearly identifying the exhibitor.***
- Display prices and include business or personal cards with items offered for sale. The library cannot be the intermediary between an exhibitor and a buyer. Any items sold during the exhibit must remain on display through the ending date of the exhibit.

I discharge the Flagstaff City-Coconino County Public Library and its employees of any financial or legal obligations resulting from theft or damage to any items which I have placed on display.

Signature

Date