

Displays and Exhibits Policy

The Hampton Falls Free Library makes space available for exhibits and displays that support Library programs as well as those that would be of interest to the community.

The choice of works or items to be exhibited rests with the Library Director and/or the Board of Trustees. Displays will be selected on a first-come, first-served basis. However, priority may be given for library-related or seasonal events. An effort will be made to maintain a balance between variety and subject matter.

Displays should be of an educational and/or cultural nature and not promote any one commercial, political, or religious viewpoint nor directly solicit contributions.

The Library may accept for display some materials that are available for public sale. Prices, however, cannot be displayed in the exhibit. The exhibitor may provide a list of prices and contact information, available to the public upon request. Sales will be handled directly by the exhibitor or the exhibitor's agent. Exhibit materials that are sold will not be removed before the end of the exhibition.

Displays will be on view for four weeks. However, the Library Director may also offer a different length of viewing time and reserves the right to cancel any exhibit at any time.

Application for exhibiting at the Library must be made to the Library Director and/or Library Board for approval at least 45 days in advance of a proposed viewing. The exhibitor must provide a resume and photographs of the exhibit items.

Selecting a suitable area, venue or method of display is at the discretion of the Library Director after consulting with the exhibitor and staff. Any materials and labor associated with mounting an exhibit shall be the responsibility of the exhibitor.

The exhibitor is responsible for the setup and removal of the exhibit. Exhibitor's items must be removed in a timely manner upon the conclusion of the exhibit.

The Hampton Falls Free Library assumes no responsibility for the loss, theft, or damage of any property connected with any show and all exhibitors must sign a waiver accepting full responsibility for the safety of all items in the exhibit.

Any damage to Library property in the process of setting up or dismantling an exhibit is the responsibility of the exhibitor.

Hampton Falls Free Library Displays and Exhibits Application and Waiver

Name of Exhibitor/Organization _____

Purpose and nature of exhibit pieces _____

Requested Exhibit Date _____

Address _____

Phone Number _____

Email _____

Date Request Made _____

Person setting up display _____

Phone Number _____

Date of Set-up _____

I, _____, hereby lend the following works of art or other materials to the Hampton Falls Free Library for exhibit purposes only. In consideration of this privilege, I, hereby release the Hampton Falls Free Library from any responsibility for their loss, damage, or destruction while they are housed at the Library.

Date: _____

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Approved by: (signature and date) _____

Date of Set-up _____ Date picked up _____