

POLICY CONCERNING EXHIBITS IN THE MONTCLAIR PUBLIC LIBRARY

The Montclair Public Library welcomes exhibits of interest to the community. In order to maintain our standard of excellence and to offer the greatest protection to exhibits and to our exhibitors, these guidelines are presented:

1. The Artist shall request an "Application for an Art Exhibit" from the Library and submit to the Exhibit Library, with biographical information and pictures or samples of work attached to it.
2. The affidavit, which is an integral part of the application, shall fully and unconditionally release the Library from any and all claims, demands, or suits in the event of damage to the property of the Artist, from any cause whatsoever.
3. After the application has been approved by the advisory council, the Artist will be notified of the time to bring the material to the Library premises and the time to remove it there from. No work may be left in or on the premises more than 24 hours after the agreed time for its removal. No exhibit may be removed or any item exchanged without proper identification and arrangements for its removal.
4. Members of the advisory committee will supervise the placement of the Artist's work.
5. The average recommended duration of an exhibit is 4 weeks (one month).
6. A price list will be available to be shown to interested patrons. The prospective buyer will deal directly with a library representative. There is a twenty-five percent commission taken from all work sold in the gallery and on any orders or commissions resulting from the exhibit for the next six months.
7. The Artist will prepare and send a publicity release to the Library for review. A copy of the approved release will be given to the Exhibitor and news media.

Montclair Public Library
Exhibit Application

The undersigned hereby applies to the Montclair Public Library for permission to exhibit the following on the Library premises:

Please List:

Such exhibit shall be arranged wholly within the area assigned for such purpose, and shall be removed within twenty-four hours of the close of the exhibit.

The value of the exhibit is \$_____.
Insurance is _____ is not _____ carried.

If this application is granted, the undersigned now and hereby expressly releases the Trustees of the Free Public Library, the Township of Montclair, and all and every of their servants, agents, and employees of and from any and all manner of claims, demands, suits, or actions which may arise by reason of injury to any person, or damage or destruction to or loss of, any of the articles of items displayed or exhibited by the undersigned in accordance herewith.

Signed and sealed at Montclair, New Jersey, the day and year above written.

Name: _____
Address: _____
Telephone: _____
E-mail: _____

Attach Biographical Information and Pictures or Samples

Application Granted:

By: _____

Date: _____

Exhibit beginning: _____

Exhibit to end: _____