



Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

(631)473-0022 • Fax: (631)473-4765

portjefflibrary.org

RELEASE FORM

Contact Name: _____ Daytime Phone: _____

Display of: _____ Date of Display: _____

Requested Display Areas (Check all REQUESTED): BE SURE TO CONFIRM WITH LIBRARIAN

Meeting Room _____ Tall Display Case _____ Flat Display Case _____

I, _____,
residing at _____ in

consideration of the privilege of exhibiting my work at the Port Jefferson Free Library, granted me by the Trustees of the said Library, do hereby freely waive and release any and all claims for loss or damage whatsoever to any and all of the works in my exhibit at the said library arising from any cause whatsoever without exception.

I agree to remove my exhibit ON or BEFORE:

If I do not remove my works by that date, I understand that the library IS NOT responsible for any damage or loss that may occur due to the removal and storage of my exhibit by the library staff.

I realize that the privilege of exhibiting my work at the library would not be granted if this release were not given.

Signature: _____ Print: _____

Date: ____ / ____ / ____



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LOCAL DISPLAY INFORMATION

Contact Name: _____ Daytime Phone: _____

Display of: _____ Date of Display: _____

Detailed description of display and/or artist:

Please email up to FIVE images (.png, .jpg, or .tif formats) of your work to Sal Filosa at sfilosa@portjefflibrary.org, to be used for marketing purposes.

Signature: _____ Print: _____

Date: ____ / ____ / ____

Please return this copy as soon as possible. PJFL Newsletter may have up to a two month lead-in time for printing.



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ALL EXHIBITORS, PLEASE READ CAREFULLY:

Installation or Removal of Exhibit:

Prior to coming to the library, all exhibitors **MUST** call the Reference Desk at 631-473-0022 to make arrangements for installation or removal of an exhibit. This allows our staff to ensure there are no programs taking place in the Meeting Room at that time. Please **DO NOT** come down to the library without calling ahead.

Assistance with Installation or Removal of Exhibits:

Staff may be on hand to assist with the PRE-SCHEDULED loading or unloading of materials ONLY. The actual hanging of the artwork is the responsibility of the artist. Exhibitors must call ahead regarding staff availability. Please contact Sal Filosa our Marketing and Outreach Services Librarian at (631)473-0022 or sfilosa@portjefflibrary.org to schedule your installation and removal dates.

Setting Up an Artist's Reception

You may reserve our meeting room to host a reception of your artwork on a pre-selected date. Room availability is based upon room availability. Please note that library programs and events take precedence.

Acknowledgement

The library exists to serve the public in a variety of ways, one of which is a cultural center for the community. By agreeing to display your work here, you are enabling us to fulfill that mission. The Port Jefferson Free Library is proud to highlight and recognize the many talented people who enrich our community.

ARTISTS ARE RESPONSIBLE FOR MAKING SURE DISPLAY AREAS ARE LEFT CLEAN AND READY FOR THE NEXT DISPLAY

Signature: _____ Print: _____

Date: ____/____/____