***EXHIBITS & DISPLAYS RELEASE FORM***

**\* If both sides of this form are not completed and returned to the Adult Services Department, the Library cannot allow your exhibit/display to proceed \***

**Information about our exhibition and display spaces is found at** [**https://portjefflibrary.org/use-the-library/display/**](https://portjefflibrary.org/use-the-library/display/)

**INSTALLATION & REMOVAL - POLICY and REQUIREMENTS**

* For **EXHIBITS** in our **Meeting Room**: Because library programs and events take precedence, you MUST contact the library to schedule installation and removal times. *Pieces must be framed properly for exhibition.*
* For **DISPLAYS** in our **Case(s):** You may install/remove pieces during library operating hours, but an Adult Services librarian has to give you the key and schedule the dates you plan to come in.
* For **ONLINE** exhibits: contact and send images to Stacey at [sschilb@portjefflibrary.org](mailto:sschilb@portjefflibrary.org). *Limit of 50 images.*
* Our spaces must be left clean and ready for other exhibitions/displays.
* Custodial staff might be available to assist you with scheduled loading/unloading of pieces ONLY. For staff availability, call (631) 473-0022, or email 1) [adref@portjefflibrary.org](mailto:adref@portjefflibrary.org) OR 2) [sschilb@portjefflibrary.org](mailto:sfilosa@portjefflibrary.org).
* Transportation, hanging, and removal of pieces are the responsibility of yourself and any outside person(s) assisting you [i.e. – family, friends]. However, *staff will take down and store pieces not removed in a timely manner, and are not responsible for any resulting damage*.

**WAIVER and ACKNOWLEDGEMENT**

**[Print Name]** I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

waive any and all claims for loss or damage to pieces in my exhibit/display, arising from *any* cause. I have also read, understood, and agreed to the PJFL policy and requirements for Exhibits and Displays.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_ */\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_*

**Title of Exhibit/Display [if any]**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For the month(s) of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In the following Space(s)** *[Confirm availability with Adult Services, then check all that apply]:*

MEETING ROOM \_\_\_\_\_\_\_\_ TALL DISPLAY CASE \_\_\_\_\_\_\_\_ FLAT MUSEUM DISPLAY CASE \_\_\_\_\_\_\_\_ ONLINE \_\_\_\_\_\_\_\_

**[PAGE 2 ON BACK]**

* **I agree to INSTALL on this date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **I agree to REMOVE on this date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **My ONLINE exhibit will show during the month(s) of**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***MY CONTACT INFORMATION:***

**Primary Phone #(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address (s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PIECES TO BE EXHIBITED/DISPLAYED [Required]**

***List number of items and medium(s) used/what the objects are***

**Examples** - “15 pieces, various mediums (clay, acrylic, pencil drawings)”; “20 antique toy cars”

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

**\*If you wish, email up to 5 images (.png, .jpg, or .tif formats) of your pieces to Stacey for marketing****\***

**NOTE: The PJFL “*Yeoman”* Newsletter may have up to a two-month lead-in time for printing.**