

**Burlington Public Library**  
22 Sears Street, Burlington, MA 01803

**APPLICATION FOR PUBLIC EXHIBIT**

Today's Date \_\_\_\_\_

Name of Exhibitor \_\_\_\_\_

Address \_\_\_\_\_

Email/Phone \_\_\_\_\_

Requested space: *The Gallery* \_\_\_\_\_ *The Lobby Cases* \_\_\_\_\_

Requested date of display \_\_\_\_\_

Brief description of exhibit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Library Director reserves the right to select or reject materials for exhibits and to limit the space and time devoted to exhibits.

The Library is not responsible for any items which may be stolen or damaged. Any group or individual displaying material will be responsible for setting up their own display and removing it when their duration time has expired.

Exhibitors are welcome to leave business cards or other contact information along with their work, but price tags or any referral of potential sales or services on exhibited items are expressly forbidden by the Library Trustees.

"Meet the Artist" reception can be held if proper notification is made to the library staff. Arrangements can be made to hold the reception in the meeting room at the back of the library. Refreshments can be served only in the meeting room and are not allowed elsewhere in the library. Reception arrangements and costs, as well as announcement cards, are the responsibility of the artist.

Additional information on exhibit or exhibitor, and any photographs for bulletin boards, newspapers or Cablevision Community Bulletin Board would be appreciated for news releases.

*I have read the above policies and will abide by their provisions.*

\_\_\_\_\_  
(Signature of exhibitor)

Exhibit accepted:

Declined:

Proposed Exhibit Date: