

## **Displays and Exhibits Policy...**

The Hampton Falls Free Library makes exhibit space available for exhibits and displays that support Library programs and are 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.

1. 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.
2. Selecting a suitable area, venue or method of display is at the discretion of the Library Director.
3. Any materials and labor associated with mounting an exhibit shall be the responsibility of the exhibitor.
4. Exhibits must be scheduled in advance with the Library Director within a time frame that is acceptable to the Library Director.
5. The Library will also accept for display 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.

### **Hampton Falls Free Library Displays and Exhibits Waiver**

I, \_\_\_\_\_, hereby lend the following works of art or other materials to the Hampton Falls Free Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Hampton Falls Free Library from responsibility for loss, damage, or destruction while they are in the possession of the Library

Exhibit to be held \_\_\_\_\_

Description of items exhibited:

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Adopted 7/26/2012