

East Greenbush Community Library

10 Community Way, East Greenbush, NY 12061

phone: 518-477-7476 fax: 518-477-6692

Exhibit Space Reservation Application

Today's date _____

Please indicate if you desire display cases, lobby wall display space, or both

Glass Display Cases

Four lighted, locked display cases located in the lobby are available for monthly bookings only. Its dimensions are as follows 60" wide, 66" high, 12" deep. Three adjustable shelves within each case.

Please check the display case(s) you desire: 1(SE) 2 (SW) 3(NW) 4 (NE).

Wall Display Space

Picture rail is available on three walls in the lobby. Please let the Program Coordinator know what time you will be setting up and dismantling your exhibit.

Please check the wall spaces you desire (each is 12 linear ft.):

1(East wall Lobby) 2 (East wall Circulation Desk Area) 3 (West wall Lobby)

Name _____

Name of Organization (if applicable) _____

Applicant's address _____

Applicant's phone (day) _____ (eve.) _____

Email Address _____

Description of exhibit. Please describe the purpose and nature of the exhibit and types of art and/or media to be exhibited. This information will be used to post on our website to advertise your work for the month. Also if you have any photos of your artwork that you would like on the website, please let us know and we can also post those with a description of yourself and your art. (*Photos can be submitted either digitally or as photos that we will scan in and then return.*)

Exhibit Name (if applicable) _____

Exhibit period (indicate the month/year requested). _____.

Exhibitors are responsible for installing exhibits on the first day of the month and dismantling the last day of the month before the library closes. If the library must dismantle an exhibit because it is not removed as scheduled, the library is not responsible for damages or storing the exhibited items. There will be a \$25 fee if the library must dismantle the exhibit.

I agree to exhibit in the East Greenbush Community Library and agree to abide by the provisions in the Exhibit Policy and Regulations. I understand that the library accepts no responsibility for the preservation, protection or possible damage or theft of any item exhibited and that all items placed on display at the library are done so at the owner's risk.

Signature _____

Date _____

Library Use Only

Program Coordinator _____

Approved _____ Disapproved _____ Date _____

Installation Date _____ Time _____

Dismantle Date _____ Time _____