



Allegan District Library Community Artwork Display Application & Contract

Thank you for showing interest in displaying your art at the Allegan District Library.

A copy of the Artwork Display Policy can be obtained at the library's front desk or on the library's website. Completed applications may be delivered in person, by mail, or by email. Applications must be accompanied by photographs, or a CD, USB Flash Drive, or file attachments (if sent by email) with JPEG images containing photographs of the artwork to be exhibited/displayed. Any materials received by the library will not be returned to the sender without prior arrangement by the applicant with the Library Director.

By completing this application and requesting to display your items at the Allegan District Library you are agreeing to the following:

- Allegan District Library, its Board, Officers, and employees cannot be held liable for any theft or damage and therefore; insurance is recommended for the items and will be the responsibility of the individual or group.
- Acceptance of a display will be determined by the Library Director or their designee however the Library Board, Director, or their designee reserves the right to reject any application or display item at any time.
- If accepted, the Library shall exhibit the property described in this application during the dates shown below.
- Transport, set up, and removal of items is the responsibility of the exhibitor and shall be completed on the dates listed on this agreement.
- If loaned materials are not removed on the agreed upon date, the Library reserves the right to dismantle the display as they see fit. Items will be placed in storage for at most 60 days at which time the work shall be deemed an unrestricted gift to the library.
- Artwork may not be sold or sales solicited while displayed however the artist can provide contact information in an artist statement or bio.
- Individual artist and groups may supply and display their own labels, bios, and or artist statements.
- As a part of this application, the exhibitor shall provide an inventory list with titles, dates, media, condition and approximate value of pieces to be exhibited (see page 2).
- By submitting this application, you represent that you own the artwork and grant perpetual and irrevocable license to the Allegan District Library to utilize images of the artwork for the promotion and publicity of the library in any form
- I agree to indemnify and hold harmless the Allegan District Library, its agents, employees, officers, and representatives from any and all suits, actions, claims, or demands of any character or nature arising out of or brought as a result of displaying any items at the library.
- I have read the Allegan District Library Community Artwork Display Policy and agree to the terms stated.

Property/Artwork Owner or Contact Person:

Phone Number:

Email:

Address:

Delivery Date:

Exhibition Dates:

Removal Date:

Lender Signature & Date:

Library Representative Signature & Date:
