



## Clapp Memorial Library Exhibit Application Form

### Application Procedure

1. Artist/Organization must fill out the Exhibit Application Form. Please visit our website to print out an application or you may pick one up in person at the Circulation Desk.
2. Exhibit space may be booked through the Library Director or their designee. Applications will be reviewed in the order in which they are received. Space may be reserved no more than 6 months in advance with most exhibits installed for a one month duration.
3. All exhibitors are responsible for adhering to the Exhibit Policy. Exhibits that do not adhere to the Exhibit Policy will be denied. The Library Director or their designee will review the application and at least one image representative of the exhibit content.
4. Acceptability of an exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Board of Trustees. The Trustees' decision on what will be displayed on Library property shall be final.

*Please print:*

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

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name (or subject) of Exhibit \_\_\_\_\_

Number of Art pieces \_\_\_\_\_

Please give a brief description of your exhibit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a brief biography and 1-2 images representative of the exhibit to the application.

## Exhibit Release and Indemnification Agreement

I understand that in displaying my art work(s) in the Clapp Memorial Library, 19 S Main Street, Belchertown, Massachusetts, that I release and discharge and agree to indemnify and hold harmless the Clapp Memorial Library, Inc., its officials, boards, commissions and employees from all loss, cost, damages, theft, and liabilities for injury or damages, occurring during installation or exhibition or removal from such works of art including the matting and the framing of such artworks.

By signing below, I agree to abide by the Clapp Memorial Library's Exhibit Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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*For library use only*

Received by \_\_\_\_\_ Date \_\_\_\_\_

Exhibit Set-up Date \_\_\_\_\_ Exhibit Break-down Date \_\_\_\_\_