

MONROE TOWNSHIP PUBLIC LIBRARY
4 MUNICIPAL PLAZA, MONROE TOWNSHIP, NJ 08831
(732) 521-5000 • www.monroetwplibrary.org

EXHIBITS APPLICATION

Name: _____ Date: _____

Address: _____

Phone: _____

Cell: _____

E-Mail: _____

Check what applies:

_____ Suitable for Display Case

_____ Framed artwork suitable for hanging

_____ Suitable for both display case and hanging

Please describe items to be exhibited on reverse side.

Have these items been exhibited in the past? _____ Yes _____ No

If yes, please give details _____

Please give your estimate of dollar worth of the exhibit: \$ _____

Please provide the Exhibits Committee with some samples of the work to be exhibited in the form of slides or photographs.

Use the back of this form to provide us with any other information that you feel is important about the items that you wish to exhibit.

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I have read the attached Exhibits Rules & Information Sheet and agree to abide by the condition described on it.

I further acknowledge that is has been explained to me that the Monroe Township Public Library has insurance to cover all exhibits up to a value of \$25,000. By signing this application, I acknowledge that the value of this exhibit is less than the sum of \$25,000.

(Signature)

Date: _____

Description of items to be exhibited:

Other important information:

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EXHIBITS RULES AND INFORMATION SHEET

1. Exhibits in the Youth Service Exhibits Case and George Ivers Exhibit Case are displayed for one month. Art Gallery installations are displayed for two months.
2. Exhibit applications are screened by the Exhibits Committee in May of each year. The Exhibits Committee recommends a list of exhibitors to the Library Director. Selected exhibitors will be assigned a time to display their exhibit.
3. The Youth Services Exhibit Case is used to display the work of students from the Monroe Township School District in January through June. The George Ivers Exhibits Case is used to display the work of students from the Monroe Township School District in February and March.
4. The setting up and taking down of all exhibits are the responsibility of the exhibitor. All items displayed must remain on display for the entire length of the exhibit. When applying, the estimated dollar value of the exhibit will be submitted to the Library Director by the exhibitor.
5. Exhibitors will be asked to submit publicity information prior to the opening date including a description of the exhibit and a short biography. It may also include places you have exhibited, prizes won and any other information that you feel will be of interest to the library patrons. All publicity about the exhibit must be approved in advance by the Library Director to be sure that it conforms with all library policies.
6. No advertisement, offer of sale or purchase will be permitted within the display case and no sales transactions will be permitted on library premises; however, if items in the exhibit are for sale, a master price list will be available through the Library Director and prospective customers will be referred directly to the exhibitor.