

# Request to Exhibit at the Barrington Public Library

To apply to exhibit at the Library, review our Exhibit and Display Policy then print this page.

Send the completed form to the Library by fax (603-664-5219), mail or in person to 105 Ramsdell Lane, Barrington, NH 03825. Care Of: Library Director. The current library hours are posted at [www.barringtonlibrary.com](http://www.barringtonlibrary.com) and the phone number is 664-9715.

Artist or Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Website \_\_\_\_\_ Email address \_\_\_\_\_

**This is an application for (circle appropriate description):**

**1. an exhibit of art**

**2. a display in the display case**

Approximate Number of works to be displayed: \_\_\_\_\_

Please attach a descriptive list of the works to be exhibited including medium, size and method of framing or mounting. This list will be used as an inventory when putting up and removing works; if any changes are made before the show, please submit an updated list of works. Artists will be required to sign off on the inventory at the close of the exhibit, to show that all items were returned to them.

In accordance with the Barrington Public Library Exhibit and Display Policy, please provide examples in person or (photos, either hardcopy or digital on a disk) of material to be exhibited. **OR** (web site access is acceptable) Please note here if the above web site has examples Yes \_\_\_\_\_ No \_\_\_\_\_

Requested Dates of Exhibit: We book exhibits on a **MONTHLY** basis; We request that displays be put up as close to the 1<sup>st</sup> of the month as possible and taken down as close to the last day of the month as possible. If all months are not taken, a multi-month display may be accepted. Artist **MUST** come on the dates/times needed to below to set up or take down

\_\_\_\_\_ First Choice

\_\_\_\_\_ Second Choice

\_\_\_\_\_ Third Choice

|                                        |                                             |
|----------------------------------------|---------------------------------------------|
| To be completed by Library Staff       |                                             |
| First date of set up _____ Time: _____ | Final date for removal _____<br>Time: _____ |

**I have read and agree to comply with all the regulations of the Library's Exhibit and Display Policy.**

**I understand that the Library does not assume responsibility for loss or damage to works on display.**

**I agree to donate 25% of sales to the library Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, prices may not be posted)**

**I want to donate a higher percentage to the library, note percentage here: \_\_\_\_\_ % of sales.**

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