

Today's Date _____

Display Interest Form

Please complete this form and someone from the library will contact you about your request. Email is preferred method of contact due to staff scheduling. Please read the Display Policy on the reverse side. The content of all exhibits must be appropriate to be viewed by all ages.

(first) (last)
Name

Name of Organization/Club

Email

Phone # _____
(daytime) (evening)

Address

City _____ State _____ Zip _____

Website

Which exhibit space are you interested in?

- lobby display case community gallery
(front lobby) (downstairs lobby)

(Children's display case is booked through the Children's Library)

Briefly describe the collection/exhibit. _____

What months are you available to display? _____
(1st choice) (2nd choice)

Have you displayed at the library before and if so when? Yes No _____
(date)

Please note that the library bears no responsibility for items displayed in the library. The front lobby display case is the only unit that is locked. It is recommended that extremely valuable items are insured under the individuals own insurance policy.

I understand that Fredricksen Library's insurance policy does not cover losses or damage; therefore, I accept responsibility for losses or damage of my (or organization's) property.

Exhibitor

Exhibit Information

Cleve J. Fredricksen Library has multiple exhibition spaces available for area artists to display their works and for individuals to share their unique collections. Individuals and non-profit groups can promote their art, activities, history, cultural heritage and/or current projects.

Past exhibitors have included:

- Area schools displaying student artwork
- Photographers & photography groups
- Painters, sculptors, textile artists, craftsmen
- Area environmental groups
- Non-profit, support & cultural groups
- Historical societies and community groups
- Collectors of coins, board games, cameras, WWII memorabilia, vintage radios, cameras, model railroads, and other unique collections

Display Policy

The Fredricksen Library encourages exhibits by community clubs, organizations, schools, and individuals.

The library displays materials from recognized non-partisan groups in the community who have cultural, historical, educational, recreational non-partisan purposes with open membership. The content of all exhibits must be appropriate to be viewed by all ages. The library does not promote partisan viewpoints and reserves the right to reject any display that is partisan in nature. The library reserves the right to place limits on location, duration and size of exhibits. Exhibitions do not imply endorsement by the library. Due to the high level of interest in our exhibit space, and to provide a variety of displays, the frequency of exhibits by organizations or individuals is limited to a maximum of once every other year. In-house fundraising and volunteer displays are also scheduled and take priority over outside exhibitors. Typically, the front lobby display case schedule is filled a year in advance with some exceptions, or cancellations.

The library does not allow displays for the sole purpose of promoting commercial businesses/sales. Exhibited items may not be labeled with prices. If items are for sale, the exhibitor may provide a price list complete with contact information, copies of which may be placed on a table in the lobby. The library will not handle any sales transactions or questions.

Fredricksen Library respectfully asks commercial exhibitors (artists with pieces for sale) for a donation of one piece from the displayed work. This donation would then be used in fundraising events such as the Friends Silent Auction. Donated pieces will be recognized as provided by the artist.

The display areas are booked for a one month time period. Bookings may be made up to one year in advance. Installation dates and times must be agreed upon with library staff, and must be flexible depending on incoming and outgoing exhibitors and staff schedules.

All displays are installed and removed completely by the exhibitor. Many choose to bring help for the installation. For the hanging gallery, arrangements can be made for a ladder to be available when you arrive.

All groups and individuals must sign a display agreement. Copies will be signed by authorized library personnel and the displayer and will be kept on file at the library.

The library does not provide insurance coverage for items on display; therefore, it is the responsibility of the person or group displaying the items to arrange for its own insurance coverage if necessary.