

WAYLAND FREE PUBLIC LIBRARY
Application Form for Use of Exhibit Space

Thank you for your interest in exhibiting at the Wayland Free Public Library. Please review the Library's exhibit policy at waylandlibrary.org/about/policies/exhibit-policy and take a self-guided tour of the Library prior to applying so that you are familiar with the available exhibit areas and size limitations.

The Library is not responsible for loss or damage to any items on display. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library.

The artist or exhibitor is responsible for hanging materials and must designate a person who will be responsible for installing and removing the exhibit. The exhibitor must coordinate dates for hanging and removing an exhibit through the Library's Office Manager. Installation may occur on or after the first day of the exhibiting month and removal must take place by the last day of the month. Library staff is not available to assist with hanging exhibits.

No thumbtacks or adhesives may be used on the Raytheon Room walls. All descriptive labels should be affixed to the art, **not to the walls**. In the Raytheon Room, artists must hang their pieces from the chains with hooks suspended from the molding.

Exhibit space should not be used to advertise a commercial enterprise. However, a handout listing the items by number with prices is permitted.

The Library includes a brief description and images of the exhibit in the Library newsletter and/or WaylandPost. The Library will use the sample images and description provided at the bottom of this form for such purposes. If you would like different material publicized, please send updated information to the Library's Office Manager no later than the 15th of the month prior to when your exhibit is scheduled.

Exhibitors may book the Raytheon Room for a reception. Use of the Raytheon Room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room policy.

Name _____

Email _____ **Telephone** _____

Website _____

Exhibit Space requested (Raytheon Room or Display Case) _____

Title of Exhibit _____

Brief Description of Artwork (2-3 sentences): _____

Sample Images: Please email 2 samples (.jpeg images) of artwork to leblang@minlib.net Applications missing sample images will not be considered.

I have read and understand the Library policy for use of exhibit space. I hereby release the Town of Wayland, its officers, agents and employees, and the Board of Trustees of the Wayland Public Library from responsibility for loss, damage, or destruction of any artwork.

Signed _____ Date _____