

**MEDWAY PUBLIC LIBRARY**  
**Application Form for Use of Exhibit Space**

Thank you for your interest in exhibiting at the Medway Public Library. Please review the Library's exhibit policy and view the exhibition space before applying.

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 must be responsible for hanging and removing the exhibit. The exhibitor must coordinate dates for hanging and removing an exhibit through the Library's Director. Library staff are not available to assist with hanging exhibits.

No thumbtacks or adhesives may be used on walls. All descriptive labels should be affixed to picture frames, not walls. In the conference room, artists must hang their pieces from the hooks and wires 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 will promote exhibits in the Library's newsletter, social media accounts, and website. 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 Director **no later than two weeks before** your exhibit is scheduled to begin.

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

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Exhibit Space requested** (Conference Room or Display Case) \_\_\_\_\_

**Title of Exhibit** \_\_\_\_\_

**Medium of Artwork** (oil, watercolor, photography, etc.) \_\_\_\_\_

**Brief Description of Artwork** (2-3 sentences): \_\_\_\_\_

**Sample Images:** Please email 2 samples (.jpg images) of artwork to the Library's Director at [iaguilar@minlib.net](mailto:iaguilar@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 Medway, its officers, agents and employees, and the Board of Trustees of the Medway Public Library, from responsibility for loss, damage, or destruction of any artwork.

Signed \_\_\_\_\_ Date \_\_\_\_\_