

**Display Case Exhibition Proposal at the Newark Free Library
(NFL)**

Complete the following proposal and submit to a Reference Desk Librarian. You will be contacted* by the Friends of Newark Free Library Display Case Coordinator. Thank you.

Exhibitor Contact Information:

Name: _____

Organization (if applicable): _____

Address: _____

Contact Person (if different from above): _____

E-mail Address: _____

Phone Number: _____

***Please note that email is our primary method of communication.**

Briefly describe the proposed display below. Feel free to attach photos or additional information. :

Is your exhibit more appropriate for a specific season or month, If so, when?

Release of Liability:

I understand and agree that my use of the display case at the NFL may result in theft or damage to the display case or its contents by myself or by others. In acknowledgment of consideration for my ability to use the display cases and other consideration between myself and the NFL, I understand and voluntarily accept this risk and agree that the NFL, its staff, volunteers, or New Castle County Government will not be held liable for any loss or damage to exhibits placed in the display cases. Accordingly, I do hereby waive, release and discharge NFL from all present and future claims, demands, actions, or rights of action relating to damage to any exhibits placed in the display cases, including without limitation those resulting from the negligence of the released parties.

Signature _____ **Date** ___/___/___

To Be Completed By FNFL Display Case Committee:

Action: ___ Approved ___ Not Approved ___ Additional Information Needed

Date: ___/___/___

Follow Up Notes (include reply to proposed exhibitor):

If Approved, Exhibit Period: ___/___/___ through ___/___/___

Assigned Case(s) Number(s): _____

****Installation: Between** ___/___/___ **and** ___/___/___

****Installation Removal: Between** ___/___/___ **and** ___/___/___

**** Please coordinate in advance with Reference Librarian by calling (302) 731-7550. Please dust case shelves and clean glass prior to installation.**

Display Case Exhibitor Information Sheet

There are 5 display cases at the Newark Free Library (NFL) which are available and scheduled for exhibits throughout the calendar year. Proposals for exhibits may be submitted on the attached form to a NFL Reference Desk librarian for consideration by the Display Case Committee. Proposals will be reviewed with contact made by email regarding the review outcome and to schedule the exhibit.

Rules for Exhibit :

*Displays cannot reflect implied or explicit themes or subjects of nudity, violence, religion or politics.

*Sales tags may not be included with the display. Exhibitors may include their website or email address. Exhibitor's personal information will not be given out by the library staff.

* Display case assignments are made by the Display Case Committee not the exhibitor.

* Displays should remain in place for 2-3 months.

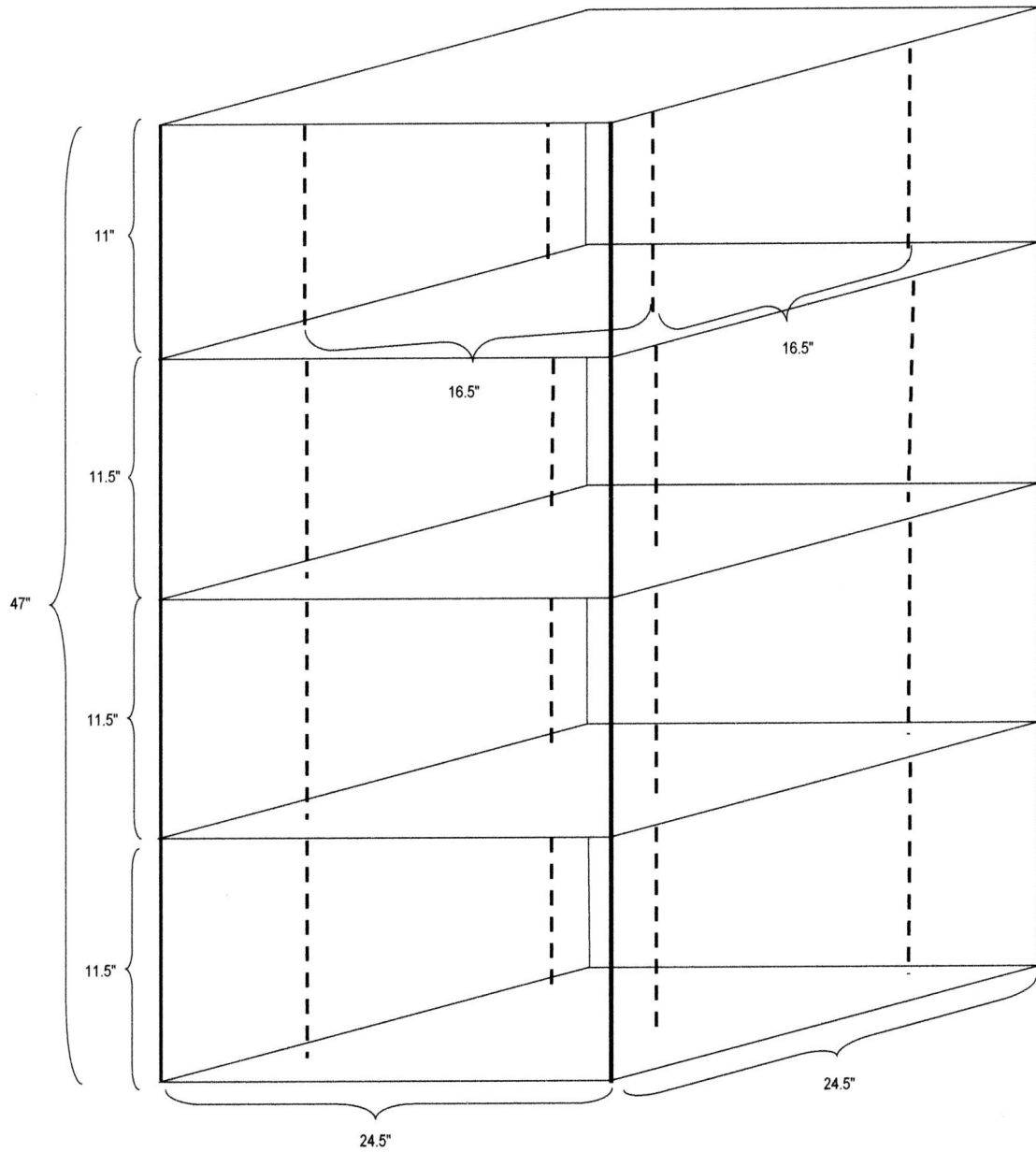
* Exhibitors are responsible for the installation and removal of their own display case exhibit within a 3 day time frame before and after the approved exhibit time period. Arrangements should be made between the library and the exhibitor for such installations and removal. That should be done by contacting the Reference Desk staff at (302) 731-7550. Library staff have keys to the display cases. It is preferred that early daytime hours be utilized for this purpose. Check the library website for current library hours:

* Exhibitors should contact the Display Case Committee to confirm installation and removal of the exhibit.

Display Case Highlights:

For each of the 5 display cases, there are 4 glass non-adjustable shelves. These shelves have 4 support rods running through them which are also immovable. Cases are freestanding and raised from the floor. Case dimensions can be found on the reverse of this page.

Newark Free Library Art Display
Case Dimensions



Notes
Dashed lines represent support rods that cannot be moved.
Shelves cannot be moved.