

***Hooksett Public Library
Display/Exhibit Space Request Application***

The Hooksett Public Library shall have the final decision on the arrangement of all exhibits. The Library reserves the right to reject any part of any exhibit or to change the manner of the display. It is the responsibility of the exhibitor to set up and remove the exhibit including the appropriate display labels. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library.

The Hooksett Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display at the Hooksett Public Library are done so at the owner's risk.

The exhibitor will provide a full list of items to be displayed, including monetary value, when the exhibit is installed.

Name of applicant: _____

Name of organization: _____

Applicant's Address: _____

Phone: _____

Email: _____

Requested Date of Display/Exhibit: _____

Description of Display/ Exhibit: _____

I, the undersigned, provide the aforementioned materials for exhibit at the Hooksett Public Library for the time period indicated. I have read and understood the *Hooksett Public Library Displays: Exhibits, Bulletin Board Displays and Distribution of Free Material Policy*. I understand that the Hooksett Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Hooksett Public Library are done so at the owner's risk.

Signature _____ **Date** _____

Director's Approval _____ **Date** _____

Approved Date of Display _____