

Exhibit Policy and Agreement

The Springfield-Greene County Library District, hereafter called the Library, controls the content and arrangements of all exhibits. The exhibitor is responsible for the set-up and removal of their display. A Library staff member will arrange and install exhibits when necessary, honoring, whenever possible, the wishes of the exhibitor concerning the manner of arrangement. The Library reserves the right to reject any part of an exhibit or change the manner of display. The Library will also control the display of any publicity materials, including booklists, posters or signs that pertain to the exhibit.

For exhibits at Springfield city branches only: Artists wishing to offer works for sale during the exhibit must obtain a business license from the City of Springfield License Division through this link: <https://www.springfieldmo.gov/DocumentCenter/View/21870/Groups-Sales-App-with-Sales-Tax?bidid=> For full details about this requirement, please visit <https://www.springfieldmo.gov/2171/Business-License-Applications>.

Artwork prices may be included on any exhibited materials. The Library will not act as an agent. Inquiries regarding the purchase of exhibit items will be referred to the exhibitor. If exhibit items are sold during the display period, arrangements for removal of the item(s) must be made with Library staff in advance. The Library recommends a 20% donation from any sales made during an exhibit at the Library.

The Library **will not** assume liability for loss or damage to exhibit contents, regardless of cause, while items are in the Library's possession. The Library **does not** provide insurance for items on display. Exhibitors must sign the exhibit agreement and waiver of liability prior to an exhibit being installed. The exhibitor must also sign the exhibit receipt when display items are returned to them.

Title of Exhibit: _____

Opening Date of Exhibit: _____

Closing Date of Exhibit: _____

Description of exhibit and itemized list of display contents (attach a separate piece of paper if necessary):

Name: _____

Organization Name (if applicable): _____

Address: _____

Telephone: _____ Email: _____

Exhibit Agreement and Waiver of Liability

I, _____ (exhibitors name), have read the exhibitor's policy and do hereby waive any and all claims of liability against the Library which may arise due to exhibition of products, art work, collections, handicrafts and other personal property and do hereby assume all risk of theft, loss, wear, tear and destruction resulting from exhibition.

Signature of Exhibitor: _____

Signature of Library Representative: _____

Date: _____

Exhibit Receipt

I, _____ (exhibitors name), acknowledge receipt from the Library, of items exhibited from _____ to _____. These items, listed above, were returned to me in the same condition as when I loaned them to the Library.

Signature of Exhibitor: _____

Signature of Library Representative: _____

Date: _____



Springfield-Greene County Library District

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