

Crown Point Community Library  
**Display Case Request / Agreement Form**

*Thank you for your interest in displaying your collection or work in the Crown Point Community Library's display cases. Library displays can enrich the lives of local citizens by stimulating their interest in literature, the arts, hobbies and local organizations. Sharing such items and information is a rich community resource that we encourage and promote.*

**DISPLAY CASE GUIDELINES FOR EXHIBITORS:**

1. There are four, locked display cabinets located in the main lobby at the Crown Point Library. Each case is approximately 14 1/2" deep with adjustable glass shelves that are 12" deep.  
  
Display Case 1: 87" wide by 64" high,  
Display Case 2: 69" wide by 64" high,  
Display Case 3: 49" wide by 64" high,  
Display Case 4: 46" wide by 64" high.
2. The Crown Point Library reserves the right to accept or deny requests for displays.
3. Only one display case will be scheduled per individual or group in a calendar year.
4. A release of responsibility is required of all exhibitors.
5. The Crown Point Library does not carry insurance for items displayed.
6. Exhibit items are displayed for one month with set up and tear down taking place during business hours on the first and last weekday of the month reserved.
7. Exhibitors will set up their own display and bring their own supplies (i.e. push pins, tape).
8. Display space may not be used for individuals seeking any elective or political office.
9. The exhibitor is encouraged to provide a description of the display; artists should include biographical information. No other publicity will be provided by the Crown Point Library.
10. Display items must be owned by individuals and not advertise or promote retail sales.

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Month requested: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization (if sponsoring display): \_\_\_\_\_  
\_\_\_\_\_

