

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.

Exhibitor's Name: \_\_\_\_\_ Month requested: \_\_\_\_\_

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

\_\_\_\_\_

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

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

Website (if applicable) \_\_\_\_\_

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

Please describe the items to be displayed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Crown Point Library Release for Displays

I have read the display case policy and understand the library’s requirements for displays. I understand that the library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed, and that all items displayed in the library are placed there at the owner’s risk.

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this request form to Crown Point Library, Circulation Desk at 122 N. Main Street, Crown Point, IN 46307.

### Library Contact Information

Colleen Kasch (219) 306-4592 | ckasch@crownpoinlibrary.org



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Crown Point Community Library  
122 N. Main Street  
Crown Point, IN 46307  
(219) 663-0270  
Fax (219) 663-0403

www.crownpoinlibrary.org

### For Staff Use

Month requested: \_\_\_\_\_

Display install date: \_\_\_\_\_

Display removal date: \_\_\_\_\_

Publicity information provided: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_