

Hussey-Mayfield Memorial Public Library  
Zionsville, Indiana  
Display Case Exhibit Agreement

**Please Print or Type**

Name of Exhibitor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening / Weekend: \_\_\_\_\_

Address: \_\_\_\_\_ Zionsville, IN 46077  
Street

Exhibit Title: \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_

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

Set up Month/Date/Year \_\_\_\_\_

Take down Month/Date/Year: \_\_\_\_\_

I hereby state that I have read and agree to the Exhibitor's Release and Exhibit Policies stated on the back of this form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**Exhibitor or Representative of Group Exhibitor**

**Representative of the Library**

**Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on Feb. 21, 2019.**

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**EXHIBITOR'S RELEASE:**

The Exhibitor or Representative of Group Exhibitor DOES HEREBY RELEASE AND DISCHARGE the Board of Trustees of the Hussey-Mayfield Memorial Public Library and its officers, employees, agents and licensees from any and all liability of every kind and nature howsoever created or determined from any and all liability of every kind and nature howsoever created or determined from any loss or damage, in whole or part, incurred to the property of the Exhibitor or Group Exhibitor while being delivered to the Library for exhibition, setting the display up, for the period it remains at the Library for display and while being dismantled and returned following the display dates.

The Exhibitor or Representative of Group Exhibitor further declares that the property being exhibited at the Public Library is being exhibited at the sole risk and liability of the Exhibitor or Group Exhibitor and this release shall run to all Members of the Board of Trustees of the Library, together with its officers and any employees, licensees or invitees.

In the cases of group exhibitions, the Representative of Group Exhibitor stands as legal representative of the total and signs as group agent, proclaiming assurance that the group has conveyed responsibility into.

This release shall be binding upon the heirs, executors, administrator and assigns of the Exhibitor and those represented by the Representative of Group Exhibitor.

Any damage to Library-owned property incurred by the Exhibitor or Representative of Group Exhibitor while installing an exhibit at the Library, including, but not limited to, the Library's display cases, is the responsibility of the Exhibitor or Representative of Group Exhibitor; the cost of restoring Library-owned property damaged by the Exhibitor or Representative of Group Exhibitor rests solely with the Exhibitor or Representative of Group Exhibitor.

**DISPLAY CASE USAGE POLICIES:**

1. This agreement covers a single use within one calendar year.
2. The display case may be reserved up to six months in advance.
3. Decisions about whether or not to schedule a display and what will be included is the responsibility of the Youth and Teen and Adult Services Management Teams.
4. Displays are installed and disassembled by the Exhibitor who may be assisted by the Library's Graphic Artist or other designated Library Staff Member.
5. All items must remain in the display case until the pre-agreed date.
6. The Display will be labeled with information including but not necessarily limited to: Sponsor's name, Display message or title, other supportive information to clarify message as needed. Labels will be prepared on computer or other professional method that is approved by the Library's Graphic Artist.
7. All items must be removed from the display case and the Library by the last day of the month that the Library is open in that month, unless other agreements have been made.
8. The display has not been booked until the Library employee signs the agreement.

**Approved and adopted by the Hussey-Mayfield Memorial Public Library Board on  
February 21, 2019.**