

Display Case Guidelines and Application

The Erley display case at the Welles-Turner Memorial Library is available to community groups or individuals for the display of visual arts, crafts, collections and other educational, cultural and information exhibits. The following guidelines govern the use of the case:

- ❖ Priority will be given to Glastonbury residents.
- ❖ An individual or group cannot use the case more than once in a calendar year.
- ❖ The library does not provide insurance coverage for exhibit items.
- ❖ Labels for exhibit items will be furnished by the exhibitor.
- ❖ Labels must be neat and attractive.
- ❖ Exhibits may not contain advertisements for products or services.
- ❖ The display case will not be used for the sale of merchandise.
- ❖ Requests for contributions cannot be included in the exhibit.
- ❖ The library is not responsible for the installation and dismantling of the display.
- ❖ The library reserves the right to reject an exhibit.
- ❖ The Library Director reserves the right to cancel or decline any display that could reasonably be expected to disrupt normal town/library operations.

Instructions

Please complete this application and return it to:
 Deborah Martin, Head of Adult Services (*phone 860-652-7730*)
 Welles-Turner Memorial Library
 2407 Main Street, Glastonbury CT 06033

The application must be signed and returned to the library at least five (5) days before the display case is used. The form may be faxed to Deborah Martin's attention at 860-652-7721.

Dates of exhibit	Start date:	End date:
Name of exhibitor		
Display material		
Contact person		
Phone/fax numbers	Phone #:	Fax #
E-mail address		
Mailing address		

	When signed, this application signifies agreement to abide by the regulations listed above.	
Signature <i>(Exhibitor)</i>		Date:

Signature/Approved by <i>(Welles-Turner Memorial Library)</i>	Date:
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