Request to Exhibit at the Portsmouth Public Library

To apply to exhibit at the Library, review our Exhibit and Display Policy then print this page.

Send the completed form to the Library by fax 603-433-0981, mail, or drop of at: 175 Parrott Avenue, Portsmouth, NH 03801. Form may be filled out online at: http://www.cityofportsmouth.com/library/exhibitapplication.htm

Contact Nicole Luongo Cloutier with questions: 603-766-1725 or nlcloutier@cityofportsmouth.com

Artist or Organization ____________________________________________________________

Address ______________________________________________________________________
____________________________________________________________________________

Authorized representative if different _____________________________________________

Telephone ___________________________ Web Site ____________________________________

Email address ________________________________________________________________

This is an application for (circle appropriate description):

1. an exhibit of art (Levenson Room or other _________________________)
2. a display in the display case(s)
3. a display in the lobby area

Number of works to be displayed: __________

Are you interested in planning a related program or having a reception for the exhibit?

Please attach a description of the works to be exhibited including medium, size and method of framing or mounting.

In accordance with the Portsmouth Public Library Exhibit and Display Policy, please provide examples of material to be exhibited (a couple of images or description).

Requested Dates of Exhibit: __________________________________ First Choice
                                                                 ________________ Second Choice
                                                                 ________________ Third Choice
                                                                 ________________ Fourth Choice

To be completed by Library Staff

First date of set up __________________________ Final date for removal ________________

I have read and agree to comply with all the regulations of the Library’s Exhibit and Display Policy.

Do you agree to have your artwork and exhibit information included on the exhibits page on the Library Webpage? □ yes □ no

I understand that the Library does not assume responsibility for loss or damage to works on display.

Signature_________________________________________ Date ________________ PPL init._______

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De-installation return receipt – all items retrieved by exhibitor in good condition.

Signature_________________________________________ Date ________________ PPL init._______

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