

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. _____

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

Signature _____ Date _____ PPL init. _____