



Smithtown Building  
1 North Country Road  
Smithtown, NY 11787

Commack Building  
3 Indian Head Road  
Commack, NY 11725

Kings Park Building  
1 Church Street  
Kings Park, NY 11754

Nesconset Building  
148 Smithtown Boulevard  
Nesconset, NY 11767

Phone: (631) 360-2480 Fax: (631) 693-2315

### Exhibitor's Agreement and Release

Display Location (choose one (1) only):

Smithtown\_\_\_\_ Commack\_\_\_\_ Kings Park\_\_\_\_ Nesconset\_\_\_\_

Print Name of Exhibit/Display: \_\_\_\_\_

Dates of Exhibit: \_\_\_\_\_ to: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

In consideration of permitting the attached cited property to be exhibited at The Smithtown Library, I hereby agree that neither The Smithtown Library nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused of, or such failure to properly exhibit, store, move, or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any manner relative to, the exhibition.

I warrant and represent that I am the legal owner of all right, title and interest in all items submitted and that the exhibition of my property is not prohibited or restricted in any way. I understand that the title to said property shall not be transferred before its removal from The Smithtown Library. I agree to indemnify and hold harmless The Smithtown Library, its Trustees, agents, and employees concerning any claim or action against any of them related to my property and/or its exhibition.

By signing this Exhibitor's Agreement and Release, I acknowledge having read The Smithtown Library Exhibit and Display Policy and hereby agree to comply with all of its terms and conditions.

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

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print address

\_\_\_\_\_  
Telephone Number Email Address

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**Release:**  
I hereby acknowledge that I have withdrawn my exhibit from the premises of The Smithtown Library.

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

[Exhibit & Display Policy on reverse]

## Exhibit & Display Policy

### Basic Policy Statement

The purpose of The Smithtown Library's display facilities is to enhance public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Displays are supported by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits. Exhibits/displays using Library facilities shall promote one or more of these purposes:

- a) to promote The Smithtown Library's services, collections, or programs;
- b) to highlight current issues, events or other subjects of public interest; and
- c) to display arts, crafts, photographs, writings or collections when they promote or complement the mission of The Smithtown Library.

### Guidelines for Displays

**Areas for Display.** Shall be determined by The Smithtown Library.

**Cancellation.** The Smithtown Library reserves the right to cancel displays at any time for any reason.

**Exhibitor.** Each exhibitor must execute an exhibit agreement with The Smithtown Library prior to display. This Exhibitor's Agreement and Release shall include a descriptive list of all items included in the display. No items shall be displayed unless a signed Exhibitors Agreement and Release and a list of all items included in the exhibit are provided to the Library. The name, telephone number and/or email address of the exhibitor may be included in the display. No prices may be listed in the display area. The group or individual providing the display must supply any labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to The Smithtown Library. All pieces to be displayed should be framed and/or mounted and suitable for hanging safely. Exhibitors agree to leave their work in place for the period stipulated in the Exhibitor's Agreement and Release. The Library District cannot accommodate changes and rearrangements of exhibited material nor will it provide storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits remaining beyond this period will be considered abandoned property and will be disposed of accordingly.

**Hours for Exhibit.** Shall be determined by The Smithtown Library.

**Library Security.** The Smithtown Library is not responsible for the security of displayed items. All items are to be displayed at the exhibitor's risk.

**Liability.** The Smithtown Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

**Receptions.** Arrangements for receptions and other exhibit related events are the responsibility of the exhibitors and require the prior approval of The Smithtown Library.

**Publicity.** The Smithtown Library must approve all public relations announcements and advertising prior to promulgation. The Smithtown Library assumes no responsibility for publicizing exhibits.

**[Exhibitor's Agreement and Release on reverse]**