



ART EXHIBIT REQUEST FORM

EXHIBIT DESCRIPTION: (title, medium, number of works)

EXHIBITION DATES:

Month Requested: _____

Installation date: _____

Removal date: _____

Reception*: _____ *to schedule a reception; please contact the Support Services Administrator.
There is a separate fee.

CONTACT INFORMATION:

Sponsoring organization

Contact name

Phone

email

SALE OF ARTWORK:

The Library requests that the artist contribute 10 percent of the selling price of each work they sell to the Friends of the Scarsdale Library as a result of this opportunity to exhibit. This will be in the form of a check made out to the Friends of the Scarsdale Public Library and given to the Support Services Administrator within a week of the end of the exhibit. The artist must notify the Library within 48 hours of a sale so that the artwork may be marked as "sold". Works that are not available for purchase must be clearly designated "NFS" (not for sale). Any item(s) sold while on display in the Library may not be removed before the end of the exhibition period.

The undersigned is a duly authorized officer of the sponsoring organization and, on behalf of that organization, further agrees to hold harmless the Scarsdale Public Library, its Trustees, employees and agents from any and every claim for damage, loss or injury of any kind whatsoever while the above described exhibit is on display or while any of the materials in connection therewith are in route to or from or in or upon the premises of the Library. It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of an will be borne by the sponsoring organization, and the Scarsdale Public Library will be named as an additional insured in any policy(ies) of insurance obtained or maintained to cover losses to or in connection with the exhibit.

The foregoing application is made in accordance with the statement of policy and rules and regulations of the Scarsdale Public Library for the Scott Room. The undersigned has read and accepts responsibility for compliance with this policy and the regulations.

SIGNATURE

DATE