

# **EXHIBIT AGREEMENT AND INVENTORY FORM**

## **Exhibits Committee ~ Hunter Library**

Title of the Exhibit \_\_\_\_\_

Dates of Exhibit \_\_\_\_\_

*If multiple exhibitors will use one display case separate Exhibit Agreement and Inventory Forms must be used. The Exhibits Committee and Hunter Library are not liable for any damage, destruction or loss of items placed in the display cases.*

When using the display cases in Hunter Library, exhibitors must agree to the following:

- To provide a sign for the display that includes the following information: name(s) of the exhibitors, department/group affiliation, and title of the display.
- To provide labels for all items included in displays. The Exhibits Committee and Hunter Library are not responsible for errors or incorrect information provided.
- No glue, duct tape, pins, heavy tape, etc. is allowed on any of the walls or in any of the display cases in Hunter Library. If wall space is needed, the exhibitors must consult with the committee. Expenses incurred by the library to fix damage to walls and/or display cases will be charged to the exhibitor.
- Exhibitors are responsible for removing displays at the end of the scheduled period; otherwise the Exhibits Committee will do so. Exhibitors will then be contacted via email, phone, or mail, but, as storage space in the library is limited, unclaimed display items may be disposed of after *four weeks*. Hunter Library and the Exhibits Committee will not assume any responsibility for damage in the removal and storage of unclaimed items.
- Exhibitors are responsible for cleaning the areas they have used.

By signing this document, Exhibitors acknowledge that they have received a copy, read, and understood the Hunter Library Exhibits Committee Policy & Procedures.

### **Exhibitor Contact Information**

Name (print) \_\_\_\_\_

Name (sign) \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **Exhibit Committee Verification**

Display approved by: \_\_\_\_\_

Items will be collected by this day: \_\_\_\_\_

---

Continue in the back

---

## **LIST OF ITEMS**

Please list all of the items that are placed in the display cases. If multiple display cases are used, note which display has what items. Use additional sheets if necessary.