# APPLICATION FOR EXHIBIT IN DISPLAY CASE

## *Coquitlam Public Library*

REQUESTED BRANCH (Check one box): ☐ POIRIER BRANCH ☐ CITY CENTRE BRANCH

REQUESTED DISPLAY PERIOD: ____/___/____ - ____/___/____
( DD / MM / YYYY ) ( DD / MM / YYYY )

NAME OF EXHIBITOR: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____ EMAIL: _____

BRIEF DESCRIPTION OF EXHIBIT:

_____

_____

_____

**POLICIES**

*Displays are limited to works of an artistic nature, crafts, artifacts and archival material. Exhibitors must be based in the Tri-Cities area (Coquitlam, Port Coquitlam, Port Moody). CPL reserves the right to approve displays. Displays will be of general interest to the community and shall not be racist, sexist nor advocate violence towards any person or group. The library is not responsible for any items that may be stolen or damaged. Exhibitors leave items at their own risk. While the library takes all reasonable precautions to protect items, exhibitors are advised to insure them against damage and theft.*

*Exhibitors are responsible for setting up their own display and removing it when their display period has expired. CPL reserves the right to take down a display early when necessary. Exhibitors may post a card giving titles and prices where applicable and/or a discrete card giving contact information. CPL will not be involved in any sales between artist and purchaser. Items must remain in the display case for the duration of the exhibit. Works will be displayed for one month unless otherwise arranged.*

I have read and agree to the above policies.

Signature: _____ Date: _____

Please fax or email a scan of this form to the appropriate branch. You may also bring your form in person or mail.

**Poirier Branch**
Attn: Joyce Quach
jquach@coqlibrary.ca
*Fax:* 604-937-4145
575 Poirier Street, Coquitlam, BC V3J 6A9

**City Centre Branch**
Attn: Kathy Johnson
kjohnson@coqlibrary.ca
*Fax:* 604-553-7340
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