

**WELLESLEY FREE LIBRARY
APPLICATION FOR EXHIBIT SPACE**

DATE OF APPLICATION: _____

Contact Name: _____

Organization Name: _____

Mailing Address: _____

Phone: _____ E-mail Address: _____

Check one: ☐ Individual Show ☐ Group Show

Qualifications: Attach a brief background, qualifications (e.g. memberships/awards), history of prior exhibits. *Attach examples of artwork to be exhibited or provide website, CD or flashdrive. Links to Flickr, Shutterfly, etc. are not adequate.*

You must completely fill out this section for your application to be considered.

Proposed Exhibit

Title and Theme: _____

Media: _____

Approx. number of items: _____

Approx. size of items: _____

If group show, number of exhibitors: _____

Month and Year desired (include alternatives): _____

Library space preferred:

(Please note that preferences will be honored only if space is available; otherwise assignments will be offered based on display space available, the number and size of your items)

FIRST FLOOR EXHIBIT SPACE: Wakelin Room: _____ Foyer Area: _____

FIRST FLOOR DISPLAY CASES

All Cases: _____

New Book Area Display Case: _____

Jackie's Room (Computer Training Room) Display Cases: _____

Commons Room Entrance Display Cases: _____

Commons Room Interior Display Cases: _____

Applicant must sign below for exhibit applications to be processed. Return original to the Administration Office of the Wellesley Free Library at 530 Washington Street, Wellesley, MA 02482, or email application to weladmin@minlib.net with applicable attachments.

Waiver: I have read and accept the terms of the Wellesley Free Library Exhibit Policy I (my organization) will abide by its Guidelines. I (my organization) understand/understands that the exhibitor assumes all the risks for damage to, loss of or theft of any item, artwork or any part of the exhibit.

I understand that 10% of the proceeds of sales resulting from my exhibit at the Wellesley Free Library will be contributed to the Library within 30 days of the closing of my exhibit.

Interpretation of Policy and Regulations: In the event of any ambiguity, the Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Library Trustees.

Signed _____ Date _____

Rev. 12/6/2021

STAFF USE ONLY

Date Approved: _____

Date Contacted: _____

Month and Location of Show: _____